

Author and Publisher Submissions

The Palo Alto City Library accepts submissions from authors and publishers for consideration and possible addition to the Library's collection. Submitted works must meet the same selection criteria as stated in our [Collection Development Policy](#).

TO SUBMIT:

Please use the [Purchase Suggestion](#) form, and indicate that you are the author or publisher. The Library will also review donated copies for selection.

e-Book or e-Audiobook titles must be available through the OverDrive or Boundless platform for the Library to consider, as not all publishers agree to license their e-content to libraries.

Authors and publishers may submit a work by dropping off or mailing one copy to:

Palo Alto City Library
Attn: Collection Development
3700 Middlefield Road
Palo Alto, CA 94303

Review or solicitation copies submitted for consideration are accepted under the same terms as those for [donated items](#).

Please include as much information as possible to assist Palo Alto City Library in making a selection or purchasing decision. Please include:

- Your name and email address
- Format of material (print, media, etc.)
- Title of the work and basic item summary: ISBN, publisher, author, date of publication, intended age group/audience, number of pages
- Relevant author information
- Links to or copies of any relevant reviews or critiques. (Libraries rely on professional review sources such as *Publishers Weekly*, *Kirkus Reviews*, *Booklist*, *Library Journal*, *School Library Journal*, *The Horn Book*, *The Bulletin of the Center for Children's Books*, and/or *VOYA* to name a few.)
- Information on pricing, and vendor availability. The Library prefers to purchase material through established library vendors (e.g., Baker & Taylor, Ingram, Midwest Tape, OverDrive), but may consider other movie & booksellers.

Author and Publisher Submissions

Due to the large number of titles our selection librarians consider and review, the Library cannot notify individual authors or publishers of their ordering decisions, give status updates, or provide feedback. If your work is selected, you may see it in the catalog within approximately 120 days. The Library is under no obligation to market an author's work.

Selected works become part of the Library collection, and are subject to the same management and withdrawing practices as the rest of the collection. Submitted items that are not selected will be handled like other donations in our [Collection Development Policy](#).

Additional Considerations

In addition to the criteria listed in Palo Alto City Library's Collection Policy, Selectors will also evaluate the following:

- Binding: library collections are well used, and must withstand multiple circulations. Does the item have sturdy bindings and coverings?
- Durability: PACL generally does not purchase workbooks, puzzle books, sticker books, coloring books or other "consumable" material formats. We do not circulate material that has "delicate" content that cannot survive heavy use, such as pop-up books.
- Has the book been copyedited and formatted for easy readability?
- ISBN: submissions must have a unique ISBN.
- Copyright: are proper citations included for works referenced? The publisher/author should indicate they have the right to reproduce any and all material in the submission, including photographs and illustrations.
- For non-fiction works, is the work indexed? Does the author's professional or educational credentials verify them as an authority on the topic stated?
- The quality and appropriateness of illustrations for children's works.