

Community Spotlight Collection Policy

Purpose

Kirkwood Public Library values our local authors and encourages the inclusion of their work in our collection. The Community Spotlight Collection is a place for our area talent to share their work with the entire Kirkwood community.

This collection will also expose community members to books that promote the fiction and nonfiction of area authors, or authors that highlight the Kirkwood and greater St. Louis area. The collection can include works from local musicians and/or composers, as well as area filmmakers.

I. Who can submit

Local authors, musicians, and filmmakers are defined as residents of St. Louis County, St. Louis City, St. Charles City-County. Kirkwood Public Library would like to highlight local contributors to the arts and literature by including their works in our collections. Community Spotlight items are subject to Article V: Collection Development policies.

Creators that reside outside the defined area (above) may submit their works for inclusion if they feature St. Louis County, St. Louis City, or St. Charles City-County.

II. What to submit

Formats that are subject for consideration include books, audiobooks, CDs, and DVDs. Ebooks may be submitted online through our Self-E service at www.kirkwoodpubliclibrary.org.

The Library will consider fiction, nonfiction books, movies, and CDs for all ages that were published in the past 2 calendar years. Decisions will be made according to our selection process by the Reference and Youth Services Departments.

All submitted materials (books, CDs, DVDs) must include the following information:

- Title
- Creator
- Publisher
- Publication Date
- Track listing (CDs)
- Synopsis
- Intended audience (Adult, Teen, Children)

Professionally bound and printed physical copies of books will be accepted in paperback or hardback. Advanced Reading Copies and copies with non-traditional library-binding will not be included in the collection.

A completed Community Spotlight Collection Submissions Form (see Appendices) must be submitted along with any physical submissions. Creators must affirm that they meet all eligibility requirements for inclusion in the Community Spotlight Policy. Incomplete forms may be rejected.

Ebooks can be submitted online at www.kirkwoodpubliclibrary.org through SELF-e. Submissions must be in EPUB or PDF file format.

SELF-e is a discovery platform designed to expose indie authors' ebook(s) to more readers via public libraries, locally or nationwide. Kirkwood Public Library subscribes to SELF-e to allow for local authors to easily make their work accessible and discoverable to a wider audience. The service is free and available to all indie authors. Distribution via the SELF-e platform is royalty-free and the license signed is nonexclusive. Visit www.kirkwoodpubliclibrary.org for full terms of agreement.

Titles submitted to SELF-e are evaluated by Biblioboard and Library Journal. The Kirkwood Public Library is not involved in the evaluation of any submitted materials, nor can Library staff evaluate, edit, or make recommendations regarding personal manuscripts or other works.

III. Where to submit

- Physical items for review may be sent by mail to:
Kirkwood Public Library
Community Spotlight Submission
140 E. Jefferson Avenue
Kirkwood, MO 63122
- Please include a completed Community Spotlight Submissions Form (see Appendices)
- Items will be accepted as donations from the author, creator, musician, or publisher.

Items may also be submitted at the Reference Desk. Children and Teen materials will be forwarded to the Youth Services Department.

IV. Retention and Purchase of Materials

All materials that are donated become the property of Kirkwood Public Library and cannot be returned to the donor. Donations that are not accepted into the collection will be sent to the Friends of the Library for use in their book sales.

Items will rotate out of the collection and may be withdrawn depending on demand and condition of the item according to Article V. Section 14 V-6 of Kirkwood Public Library's Weeding Policy.

Additional copies may be purchased based on demand of the item. Items will be purchased through established library vendors.

V. Promotion of Materials

If accepted into the collection, materials will be interfiled in their designated collection with a sticker denoting their creation by a local creator, or a sticker indicating their content may be of local interest. Items in the Community Spotlight Collection may also be selected for Library displays and promotions.

The Library holds no additional responsibility to market or promote materials in the Community Spotlight Collection. Library staff cannot act as a literary agent, reviewer, publisher, editor, or publisher. Staff can help creators find resources in our collection and online that will help with their creative process.