

# Community Spotlight Collection Submission Form

mid-March **Please indicate that the title you are recommending or donating meets the following eligibility requirements for the Community Spotlight Collection.** Next, please complete the information for your donation **OR** request for purchase below.

- Creator resides in St. Louis County, St. Louis City, or St. Charles City-County OR the work has significance to the aforementioned counties.
- If print, book is professionally bound and printed and is not an Advanced Reading Copy.
- Creator or donator has read the Community Spotlight Collection policy.
- Creator or donator understands that their item becomes property of the Kirkwood Public Library, and that KPL will not be returning my item at a future date.
- Item was published within the past 2 calendar years.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Please affirm eligibility by checking all boxes above and reading the Community Spotlight Collection Policy. Items that do not meet all criteria will not be considered for inclusion.*

## 1. Donation:

Thank you for your donation to the Community Spotlight Collection. Please complete, sign, and submit this form, along with one copy of your book, CD or DVD to the Reference Desk. You may also mail your item to:

**Kirkwood Public Library  
Community Spotlight Submission  
140 E. Jefferson Avenue  
Kirkwood, MO 63122**

Creator Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Donated by (if not creator): \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

## 2. Request for purchase:

If you would like the Kirkwood Public Library to consider your work for inclusion in the collection, please fill out the following information:

Creator Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Title of Work: \_\_\_\_\_

Publication Date: \_\_\_\_\_ ISBN: \_\_\_\_\_

Publisher: \_\_\_\_\_ Price: \_\_\_\_\_

*If requester is not the creator of the item, please fill out a Request for Purchase form by contacting the Reference Desk at 314-821-5770 option 2.*

*\*Requests for purchase of items not in the collection may also be made by calling the Reference Desk at (314) 821-5770 option 2. Requesters must have a Kirkwood or Municipal Library Consortium member library (Brentwood, Ferguson, Maplewood, Richmond Heights, Rock Hill, University City, Valley Park, or Webster Groves.*

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For Office use only:

Received date: \_\_\_\_\_ Staff review: \_\_\_\_\_ Item status: \_\_\_\_\_ Creator contact: \_\_\_\_\_