

# Community Spotlight Collection Submission Form

Please indicate that the title 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 Kirkwood, MO OR the work has significance to Kirkwood, MO.
- 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.
- Item was published within the past 2 calendar years.
- 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.

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.*

- I would like to **DONATE** an item and have included it
- I would like Kirkwood Public Library to **PURCHASE** an item

Thank you for your addition to the Community Spotlight Collection. Please complete, sign, and submit this form to the Reference Desk. If donating, you may also mail your item to:

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

Donated or Requested By: \_\_\_\_\_

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

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

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

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

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

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

Where to Purchase: \_\_\_\_\_

*If requester is not the creator of the item, please submit a [Request for Purchase](#) by contacting the Reference Desk at 314-821-5770 option 3 or filling out the linked form. To request a purchase, you must have a Municipal Library Consortium card with fines under \$10. MLC member libraries include Kirkwood, 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: \_\_\_\_\_