Caldwell County Public Library Submissions Policy for Authors and Publishers

The Caldwell County Public Library (CCPL) strives to select materials that reflect our diverse community and our mission. Factors that influence selection include:

- Authority
- Popular demand
- Artistic quality
- Objectivity
- Accuracy
- Mass media publicity
- Content
- Currency

If you wish to submit a review copy of your book for consideration, the procedure is to send a copy of the book, to:

Library Director
Caldwell County Public Library
120 Hospital Ave NE
Lenoir, NC 28645

The book and its relevant reviews are then considered for inclusion by the appropriate subject specialist. Due to the number of items we receive, we are unable to return the book, give status updates on its progress, or provide feedback about the decision of inclusion in the collection. Books that are not selected for the collection may be sold by the Friends of the Library.

Please include the following information:

- Format of material (print, media, etc.), bibliographic citation, ISBN, intended age level/audience (i.e. juvenile, young adult or adult), price, and publication date
- Information about the author
- Copies of relevant reviews (preferred review sources include *Booklist, Library Journal, School Library Journal, Publishers Weekly,* and *Kirkus*)
- Ordering availability - CCPL prefers to acquire material through established library vendors (e.g. Ingram, Midwest Tape, and Center Point).

Some factors that our selectors consider:

- Has the book been carefully and thoroughly copyedited? Use of a professional editor is recommended.
- Has the book been bound and covered in such a way that it will hold up to multiple circulations?
- Has the text been appropriately formatted for easy readability?
- Is the book self-published? Does it have an ISBN?

- For non-fiction titles, do the author's professional and/or educational credentials verify them as an authority on the topic clearly stated?
- Are non-fiction titles indexed?
- Are proper citations included for any works referenced, and are all photos and/or illustrations used with permission?
- Has the book been professionally reviewed?
- For children's picture books, is the artwork of a quality consistent with traditionally published books?
- Will the book be of interest to the library's patrons?
- Special consideration may be given to local authors and titles set in or about Caldwell County and/or surrounding areas of Western North Carolina.

Adopted by the Library Board of Trustees on May 28, 2026.