



## General Collection Submission Form

Congratulations on becoming an author!

**If you want your book in our general collection and available for checkout, please review the criteria below.**

### General Information

- Books added to our circulating collection must adhere to our Collection Management Policy.
- **Professional reviews must be submitted along with your book.** Professional resources include *Library Journal*, *Publishers Weekly*, and *Booklist*. Local newspaper and magazine reviews are acceptable. Amazon reviews are not sufficient.
- For us to purchase your book, it must be available through Ingram Content Group, our book distributor.
- If you wish to donate your book, you may donate one copy of your book to the library.
- Donated books become the property of the Southfield Public Library and will not be returned.
- Books not added to the library's circulation collection will be given to the Friends of the Southfield Public Library for their book sale.
- Please drop off or mail your book along with this form to Adult Services, Southfield Public Library, 26300 Evergreen Road, Southfield, MI 48076.

Title of book \_\_\_\_\_

Author(s) \_\_\_\_\_

Audience:  adults  teens  children

Work:  fiction  nonfiction

My book was reviewed in \_\_\_\_\_.

Address \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Author Signature \_\_\_\_\_

Date \_\_\_\_\_