



## Planning and Policy Manual

### Abstract

This document includes the long range plan, technology plan, bylaws of the Saratoga Springs Public Library Advisory Board, and policies which govern Library operations.

Saratoga Springs Public Library

[library@saratogasprings-ut.gov](mailto:library@saratogasprings-ut.gov)

[www.saratogasprings-ut.gov/library](http://www.saratogasprings-ut.gov/library)

## XIII: Collection Development and Maintenance

### Local Author Submissions

As a public library that focuses on popular materials, the Library selects titles aimed at the general reader. The primary focus of our Library is to maintain up-to-date and varied collections that reflect community interests and customer needs.

If an author wishes to submit their book for Library selectors to consider adding to the collection, they will need to review each of the following sections for important instructions and guidelines prior to filling out the “Recommendation to Purchase an Independently Published Title” form located on the website [www.saratogasprings-ut.gov/library](http://www.saratogasprings-ut.gov/library).

1. Book Reviews. Reviews from industry sources allow Library selectors to fully evaluate the book.
  - a. A positive review in one or more professional library review journals will give the material an improved chance for purchase or addition to the collection. Examples of these journals include, but are not limited to, Booklist, Kirkus Reviews, Library Journal, Publisher’s Weekly, and School Library Journal.
  - b. Library selectors will also consider reviews published in the Salt Lake Tribune or Deseret News book sections, as well as titles featured in other local media.
  - c. The author may also submit other online reviews for independently published materials, from sources such as but not limited to, Booklife, Chanticleer Book Reviews, Edelwiess, Independent Publisher, Kirkus Indie Book Reviews, NetGallery, Reedsy Best Book Review Blogs, and Wattpad.
  - d. Reader Reviews: The Library will consider reader opinions based on rankings, comments, and reviews on Amazon, GoodReads, BookTok, and/or other review blogs.
2. Book Binding and Quality Guidelines.
  - a. Due to the frequent use of Library materials, the quality of the book production is evaluated by Library selectors when considering the addition of materials. Books made with quality materials, attractive cover art, and/or glued or sewn bindings are preferred.
  - b. Books with interactive pages designed to be filled in or torn out will not be considered for the collection.
  - c. eMaterials. The Library does not currently have an independent platform to distribute digital materials. If the author has an eBook or eAudiobook they would like to have considered for purchase, they may apply to be a publisher partner with OverDrive or Boundless, our digital book vendors. Once they have been accepted and their work(s) is/are available in OverDrive and Baker and Taylors Boundless marketplace they may submit their title request through that specific platform.
3. Sending the item to the Library. If the author chooses to send us a sample copy of the item, the Library will not be able to return it. Submissions of physical items can only be received by mail at the address listed below. The Library will consider the item to be a donation and

its deposition will be covered within the Gifts and Donations criteria (*“Gifts and Donations.”*)

Items may be mailed to:

Saratoga Springs Public Library  
Attn: Acquisitions  
319 South Saratoga Rd  
Saratoga Springs UT 84045