

Policy for the acceptance of self-published books

The Cooper-Siegel Community Library welcomes the growing number of opportunities for authors to publish their works and will accept self-published materials only if they meet the following criteria:

1. Authors must be residents of Western Pennsylvania or the book must be about or take place in Western Pennsylvania.
2. Books must be bound. We will accept both hardcover and paperback but will not accept spiral bound items.
3. Books must be donated to the Library. The library will consider purchasing self-published items if they are reviewed in standard sources: library journals, national or local newspapers or magazines.
4. Self-published items will not be purchased at patrons' requests unless they have been reviewed or featured as described above.
5. Self-published materials will be reviewed by the appropriate librarian to determine the appropriateness of the material for possible inclusion in the library's collection.
6. Materials that are donated to the library become the property of the Cooper-Siegel Community Library and will not be returned. In addition, the library may sell or dispose of items if they are removed from the collection.
7. Materials that are selected for inclusion in the Library's collection will be cataloged and can be viewed in the On-line Public Access Catalog (OPAC).
8. Self-published books will be placed in the appropriate classification, and local authors will be identified by a "Local Author" label.
9. Self-published books will be subject to the same criteria for removal as purchased items.