



Author Submissions

Author: _____

Title: _____

Copyright Date: _____

Publisher: _____

Author's mailing address:

A physical copy of the material must accompany this form.

A postcard confirming receipt of material will be mailed to the address above.

Author submissions are reviewed quarterly (March, June, September, December).

A notification of acceptance postcard will be mailed to the address above after each quarterly review period.

Items added to the collection may take up to six weeks to appear in the library catalog, and items without existing OCLC records may take longer.

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Staff use only

Intake Location:

Date:

Staff initials:

Route this form with submitted material to the appropriate Collection Development Committee chair.