

## SOLDOTNA PUBLIC LIBRARY REQUESTS TO ADD TITLES

See also *Materials Selection and Access Policy* and *Donations- Materials & Money*.

Patron and/or staff requests to add a title to the library's collection are handled through the completion of the paper or online *Recommendations & Comments* form. These are submitted to the appropriate librarian for review.

When a patron submits a completed *Recommendations & Comments* form, staff will:

- Determine if the item is already on order. If so, staff will discard the comment card.
- If title isn't available and staff is able to determine this is an item we would purchase (new and highly recommended, for example) advise patron it will be ordered.
- If staff is unsure the title will be ordered or when it is known the title isn't one we would order (a textbook, too costly, library already has an abundance of materials on the same topic, etc.) then suggest obtaining through Interlibrary Loan.

**The library does not accept books or audio/visual or other items for review. The library is not prepared to return unsolicited review items. The library does not return materials that won't be added to the collection. Items not added are usually given to the Soldotna Library Friends for their book sale. If a local author is asking that we add their published book to the library collections, it may be appropriate to give them a copy of the handout *Guidelines for Authors*.**