
Administrative Policy



Self-Published Materials

Pierce County Library System is happy to consider recently published materials for our collection. We receive many inquiries from authors, publishers, and publishers' representatives and these guidelines provide additional information regarding submitting a title for consideration.

The Library routinely acquires materials published by commercial publishers that meet the Library's Selection of Library Materials Policy and selection criteria. We also may acquire self-published books when they include unique local content, fit the scope of the Library's Selection of Library Materials Policy and meet our selection criteria.

Materials receiving an independent, positive review in one or more of the major review journals (such as Library Journal, School Library Journal, Kirkus Reviews, Booklist, Publisher's Weekly and Video Librarian) are carefully considered. We are more likely to add a self-published book to our collection if it has been reviewed in a major review journal. Self-published e-books are not considered unless they are available for purchase through one of our e-book platforms.

Materials sent to the Processing and Administrative Center become the property of Pierce County Library System and, if not added, will not be returned to the donor or branch.

Items not added to the collection will be disposed of to the best advantage of the library, which may include selling them to provide funding for new materials, events, or equipment.

Contacting the Library

Requests for consideration of self-published materials for inclusion in the library collection may be sent by mail or email. Send your press packet to:

Mailing Address:

Pierce County Library System
Attn: Reading & Materials Department
3005 112th Street East
Tacoma, WA 98446

Email Address: _selectors@piercecountylibrary.org