Template for Book Placement Request in University Libraries

Created by Renée Hill Carter, Author of *What About Me? Staying Healthy and Whole While You’re Helping Others*

University, College and Seminary Libraries and Bookstores

1. Start with an academic institution that is most familiar to you, i.e., the school you graduated from, undergraduate or graduate; schools in your area, etc.
2. Contact the library director and/or the acquisitions manager.
3. Find out their process and follow exactly. Let them know you will also contact the Dean or Department Heads/Professors, where your book will most likely be a fit.
4. Address the Dean or the Head of each department and copy the library director in your communication if this is acceptable. (get their permission)
5. You will want to already know which schools or departments your book is to be used as a resource on that particular department’s reading list. It is important to go to the school’s website to know the correct terminology for that department. You will also find out the name of the Dean of that department or to whom you’ll direct your request. For example, my book is about holistic self-care involving mental, emotional, spiritual and physical health, so one school I directed my inquiries to was the School of Liberal Arts (Humanities - Sociology, Psychology, Counseling, etc.

*Note: Use the relationships you have such as friends/colleagues who are professors, library directors/personnel, anyone with connections to The Academy.*

General Template to include the following:

Greetings \***Addressee’s Title**\*

My name is… and I have written a book that I believe will be a great fit for your *(****specific department****)* collection.  The title is ***(title and ISBN)*** and it can be used and/or discussed in several courses specifically (***identify name of course(s***), and ***(other courses of study****)*

A brief synopsis of the book is as follows:  \***paste synopsis below**\*

If you have any questions, please feel free use the contact information shown below \***your email signature is at the bottom of your email**\*.

Thank you for consideration,

OR

1. To switch the phrase up occasionally, you can say that you have a title that you believe will “fit well within \***enter university’s name**\* academic curriculum.