



LSC's  
**Small Press Program**  
*Services for Publishers and Authors*

Are you a small press, self-published author, musical artist or filmmaker looking to distribute your material to libraries across Canada? List your title in LSC's database for free.

**How to List Your Book with LSC**

If you have a publisher catalogue, please send it to us. ONIX feeds are encouraged.  
Otherwise, we need this information for each item:

- **ISBN, title, author, list price, language, format, publication date, brief synopsis and any other bibliographic information.** \*Please note we only deal with tangible material and do not list ebooks or digital downloads at this time.

We also need to know ordering information including your distributor (if using one) and/or your company name and billing address, phone and fax numbers and e-mail address (see form on page 2) as well as your return policy.

**How It Works**

LSC sends consolidated small press catalogues to libraries → libraries review the material; orders are placed → LSC issues a single Purchase Order to publisher via fax or e-mail → publisher/distributor sends the material to LSC with invoice → LSC receives the material and confirms it matches the PO → LSC pays the invoice, publisher receives payment → LSC processes and ships items to libraries.

Unlike a bookstore, LSC's orders are 'firm'; there are no returns for unused inventory.

**Please keep in mind that LSC is not responsible for marketing your material; promoting your material is up to you.**

**FAQ**

**What should my discount be?**

Normal terms offered by publishers to book distributors are:

Discount: 50% from list / Shipping: Free / Returns: Accepted for 12 months

LSC does not require these terms. We will not return items shipped by you based on a Purchase Order from us. We do ask that the terms offered to us match those you provide other comparable firms.

**Am I responsible for shipping and handling charges?**

It is up to you whether or not to include shipping and handling charges on LSC's invoice.

**What is a return policy? What are some reasons for returns?**

A return policy indicates upon which terms a publisher will accept returns. Some examples of returns at the publisher's expense are: mismatched format (paperback delivered instead of hardcover for example), over shipments, price or discount difference, damaged material, or delivery time exceeds library specified threshold. LSC does accept responsibility for damages after receipt.

**Can I post a cover image and description on LSC's website?**

Images are uploaded to the website via ONIX ftp feed. Inquire for more information.

**Sample Copies/Inventory**

Do not send LSC any items until you get a Purchase Order from us. We are not responsible for unsolicited material.

**What will my sales be?**

We don't know. Not all titles handled by this program will sell any copies.

Name \_\_\_\_\_

Business Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_ Website \_\_\_\_\_

Type of Material You Produce (check all that apply)

Books       Audio Books  DVDs       CDs       CD-ROMs       Games

Other media (please specify)

\_\_\_\_\_

How many new titles do you produce per year? \_\_\_\_\_

How many backlist titles do you currently have? \_\_\_\_\_

How many publisher catalogues do you produce per year? \_\_\_\_\_

Are your prices Canadian or US?  CDN       US

Percent of Discount \_\_\_\_\_

With return rights \_\_\_\_\_ Without return rights \_\_\_\_\_

What is your standard credit term? \_\_\_\_\_

\_\_\_\_\_

Do you offer better terms for early payment?  Yes       No

Specify terms if so:

\_\_\_\_\_

What are your shipping and handling charges?

\_\_\_\_\_

Any other pertinent information:

\_\_\_\_\_

\_\_\_\_\_

Thank you for providing us with the above information. Please return the completed form with your current catalogue/material information to [SmallPressProgram@lsc.on.ca](mailto:SmallPressProgram@lsc.on.ca) or Small Press Program at LSC, 131 Shoemaker Street, Kitchener ON, N2E 3B5. Please allow 2-3 business days for reply.

## Small Press Program

The Small Press and Author Program allows libraries to support their local small presses and authors, and to streamline their material selection process.

All tangible material categories are covered under this program - books, DVDs, music and CDs. **Please note, LSC does not list ebooks or digital downloads.**

LSC will channel consolidated small press catalogues to libraries. All materials listed through this program are available with full processing, including MARC records. There is no charge to the publisher to participate in this program.

The Library Services Centre is a central purchasing and processing centre for Canadian libraries. We provide services for over 200 libraries across Canada. We are a Canadian, not-for-profit corporation owned by libraries. Our mandate is to enhance the performance of libraries by providing services that support their economic, efficient and effective operation. One of the ways that we meet this mandate is to provide cost effective access to its libraries for Canada's small presses and individual authors/artists.

If you are a small press, author, musical artist, filmmaker, or know someone who has material of interest to public libraries, you can now contact the Library Services Centre directly to participate in our Small Press and Authors Program. Please note that we do not keep in-house stock and libraries make their own decisions regarding purchasing.

This is a free service and provides no extended marketing other than listing and adding to our database. Libraries need not purchase from LSC to make use of this service.