**LECTURES & LABS RESOURCE**

**Creating a consignment policy for self-published books**

**Goal**: To help booksellers create a consignment policy for self-published books that reflects their needs and realities.

**For**: Booksellers without a consignment policy for self-published books and booksellers looking to update their existing policy.

**Use**: Consignment policies for self-published books are evolving documents that change with industry practices and with bookstore needs. The following provides a wide overview of information that could be included in your policy. You can **select the components that reflect your needs and realities** to build or update your store's customized Consignment Policy for Self-Published Titles. The information below is not meant to be used as a whole, but rather to provide you with a foundation, ideas, and considerations as you work to build your policy.

For examples on consignment policies used in CIBA members' stores:

[Blue Heron Books](https://blueheronbooks.com/about-us/consignment-policy), Uxbridge, ON

[McNally Robinson](https://www.mcnallyrobinson.com/self-published-authors), Winnipeg, MB/Saskatoon, SK

[Munro’s Books](https://munrobooks.com/i/7600348/Munro_s_Consignment_Program.pdf), Victoria, BC

[The Bookshelf](https://bookshelf.ca/page/view/156), Guelph, ON

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[Bookstore name] is a locally owned, independent bookstore with a carefully curated inventory of books. On a case-by-case basis, we may accept to stock books on consignment

a) by an author who is a current resident of [city∕county∕province, etc.], and/or

b) that deal with a subject matter of local interest (i.e., local history, geography, academia, etc.), and/or c) that appeal to the general public.

If you would like us to consider stocking your book, we ask that you submit the following:

* A finished copy of the book for review. The book must have an ISBN and be professionally printed and bound. We ask that this copy be left with us to review for a period of up to 4 weeks. Please allow us to contact you to follow up via email. Please include a self-addressed/stamped envelope for the return of your sample copy. Samples delivered without return postage will be donated or destroyed.
* Your contact information. Please include your name, phone number, email, and address so that we may contact you after we’ve made a decision.

In submitting a book for consideration, you are agreeing to the following terms:

* [Bookstore name] takes the industry standard 40% of retail price for all consignments that are sold
* Our initial order will be up to a maximum of [3-6 copies is standard)]
* [Bookstore name] agrees to keep on the shelf consignment books for a period of [3 or 6 months are both standard options]
* During the initial [3- or 6- month] period, we may contact the consignor to request additional copies of the book, and/or to pay the consignor for items already sold
* At the end of the consignment agreement, it is the consignor’s responsibility to pick up any unsold books and any payment accrued from book sales
* We will dispose of or donate books left for more than one month after the consignment period ends
* [Bookstore name] will only pay for items that were sold; damaged or stolen items are the sole financial responsibility of the consignor
* We will not accept any books published through CreateSpace – CreateSpace is owned and operated by Amazon, a company that we do not support
* Marketing and individual promotion of titles is the responsibility of the author
* Books must be professionally printed

If you are interested in pursuing, please complete the form below and send by email to [email address].

**Submission Form for Self-Published Titles on Consignment**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Please provide details about the author's or or the subject matter's connection to the region.

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Any other relevant info

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**Additional Resource – ONIX Creation**

Booksellers may opt to inform self-published authors of BookNet Canada’s Webform for ONIX creation. This is an is an easy-to-use online tool that allows small operations – like self-published authors – to create and manage book metadata, without messing around with complex ONIX files.

Annual costs to the author are based on the number of title records (ISBNs) that they create.

Details and sign up: <https://www.booknetcanada.ca/biblioshare-webform>

Questions or to request a live demo: <https://www.booknetcanada.ca/contact-us>