

# Cataloging Self-Published Materials

PRESENTED BY



# SHARE

SHARING HEARTLAND'S AVAILABLE  
RESOURCES EQUALLY

ILLINOIS HEARTLAND LIBRARY SYSTEM

# Topics

- Definition of self-publishing
- What are self-publishing platforms
- Choosing a publisher for self-published items

The background of the slide is a solid purple color. In the top-left corner, there are several realistic-looking water droplets of various sizes, some partially cut off by the edge. There are also a few smaller droplets scattered near the bottom-left corner.

# What is self-publishing?

Self-publishing is the act of publishing ... without the use of a publishing house or company. ... an author writes a book and completes the entire publishing process themselves, such as editing, designing, and formatting the book without the aid of a traditional publishing company. ... to self-publish, an author will publish a book at their own expense using a self-publishing platform ...

*From Self-Publishing Guide on [selfpublishing.com](http://selfpublishing.com)*

A vertical purple bar on the left side of the slide, decorated with several realistic water droplets of varying sizes. The main text of the slide is white and positioned within this bar.

# What are self-publishing platforms?

## **Self-publishing companies are not publishers**

- Provide services such as printing, distribution, design assistance, etc.

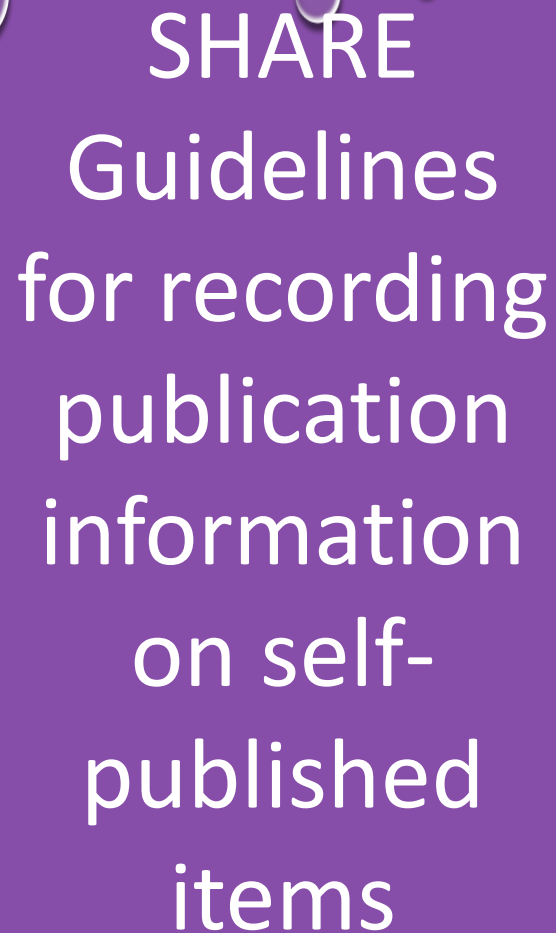
### **Some examples:**

- KDP Print (formerly CreateSpace)
- Lulu
- Xlibris
- IngramSpark
- Etc.



## Cataloging self- published Items

Self-published items are cataloged like any other published item but identifying and recording a publisher can be confusing



# SHARE Guidelines for recording publication information on self- published items

You can see SHARE guidelines for self-published items by going to the SHARE website

- Click on the Cataloging tab
- Policies and Procedures
- Recording publication information for self-published items

# SHARE Policies and Procedures for Recording the Place of Publication and the Publisher

## Place of Publication

- If no place of publication is located on the item, record at least a country as best determined. Record in brackets: [United States].
- If you are not certain, end with a question mark: [United States?]
- **Example:** 264 \_1 \$a [United States]

## Publisher

- If a publisher is clearly identified, record the publisher in the 264 \_1 \$b
- If a publisher is not clearly identified, record the author as the publisher in 264 \_1 \$b, in brackets



# Where to find a place of publication

## **The item itself**

- Title page
- Title page verso
- Check the author's bio on the item to see if place is listed
- If the author has an authority record, see if it mentions a place

## **Online**

- Amazon
- Goodreads
- Fantastic Fiction
- Place of printing is last resort (ex: Monee, IL)



# SHARE Policies and Procedures for Recording a Publication Date

- Record a publication date in the **264 \_1 \$c** if it is available on the item. Record the copyright date in the **264 \_4 \$c** if it is different than the publication date
- If there is no publication date but there is a copyright date, record the copyright date as an implied publication date in the **264 \_1 \$c**, in brackets, and record the copyright date in the **264 \_4 \$c**
- Do not use a self-publishing platform printing date as a publication date unless that is the only date available. If used, add as an implied publication date in the **264 \_1 \$c**, in brackets
- If there is no date of any type available on the item, or from other sources, record an estimated publication date or range of dates, in brackets. **264 \_1 \$c** [2000 and 2020?]

## Are you required to record a self-publishing platform in the record?

- No. All that's required is to record a publisher
- If you've recorded a publisher, and a self-publishing platform is on the book but not on the preferred source, it does not have to be recorded
- However, some catalogers will record a self-publishing platform as a publisher because they're not sure, and/or they see the self-publisher listed as publisher on Amazon.com
- Example from Amazon. Publisher: CreateSpace Independent Publishing Platform

If a record in OCLC incorrectly indicates a self-publishing platform as the publisher in the **264 \_1**, but it is not clearly identified that way on the item, record the author as the publisher and record the self-publishing platform as the manufacturer in the **264 \_3 #b**

**In record:**

**264 \_1** \$a [Bloomington, Indiana] :\$b Xlibris Corporation, \$c [2002]

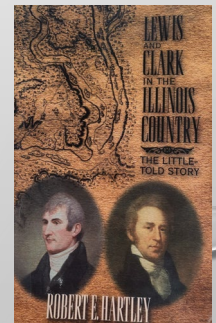
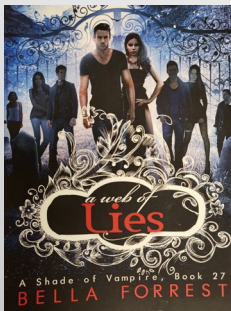
**Change to:**

- **264 \_1** \$a [Westminster, Colorado] :\$b [John Doe], \$c [2002]
- **264 \_3** \$a [Bloomington, Indiana] :\$b Xlibris Corporation, \$c [2002]

# Cataloging Self-Published Items

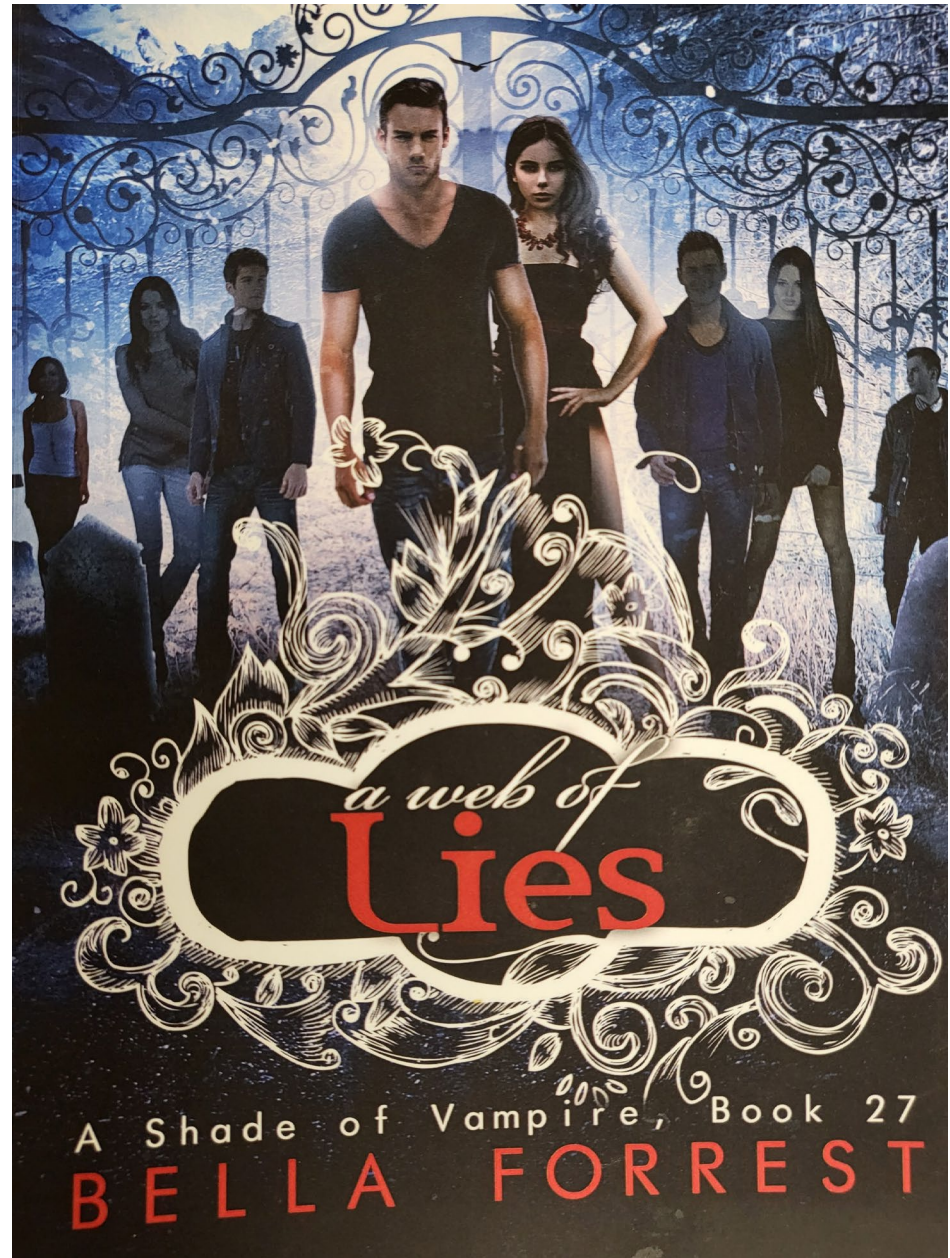
Self-published items are cataloged like any other published item but identifying and recording a publisher can be confusing

Next, we have some examples of recording publication information on a self-published item



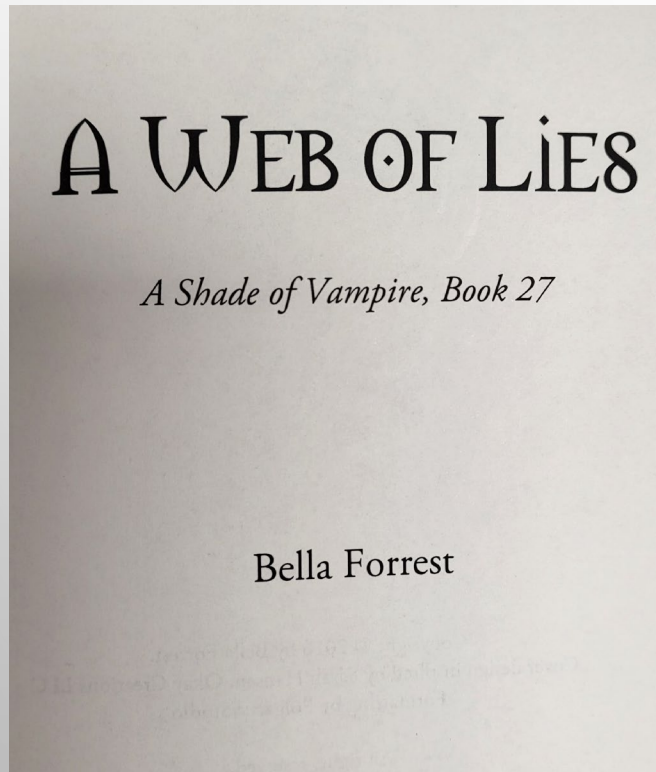


Choosing a  
publisher  
when  
there isn't  
one listed

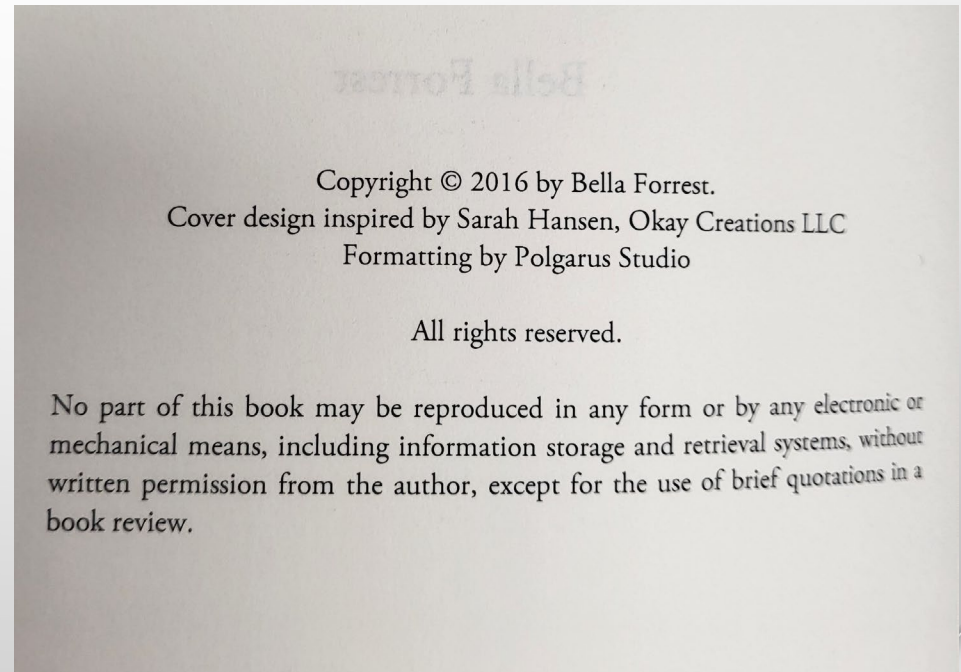


If no publisher is listed on the item, record the author as the publisher

Title Page –  
no publication info



Title Page Verso –  
no publisher listed



## Recording the author as publisher

- Record the place of publication in brackets if it is not listed on the item. Since we could not find a place of publication, we will enter United States in brackets
- Record the author in brackets since we could find no publisher associated with this item
- Since there is no publication date on the item but there is a copyright date – add an implied publication date in brackets in the **264 \_1** and then enter a **264 \_4 \$c** with the copyright date

264	1	\$a[United States] :\$b[Bella Forrest],\$c[2016]
264	4	\$c©2016



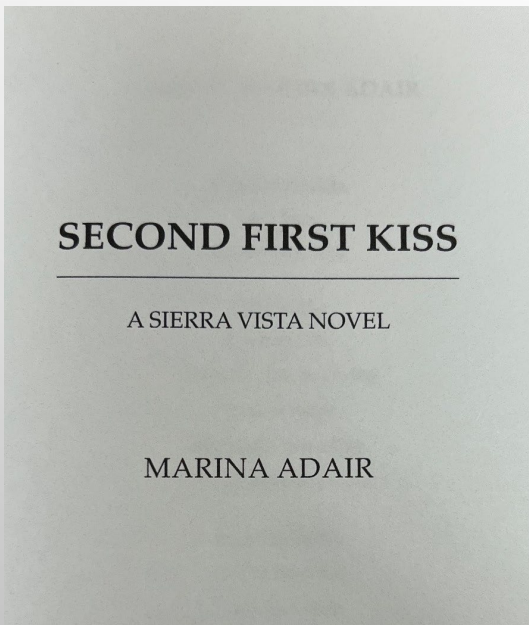
Choosing a  
publisher  
when there  
isn't one  
listed



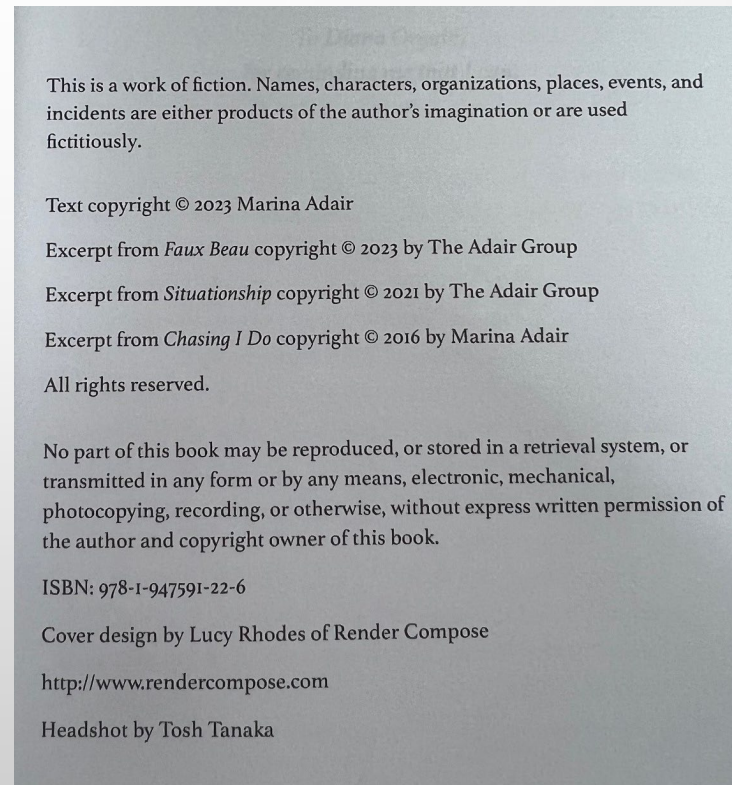


# No publication information on the item

Title Page –  
no publication info



Title Page Verso –  
no publisher listed



# Searching for the title online

## Amazon Website

### Second First Kiss (Sierra Vista) Paperback

by [Marina Adair](#) (Author)

4.3 ★★★★★ 288 ratings 4.0 on Goodreads 351 ratings

#### Product details

**Publisher :** Adair Group, The (January 25, 2024)

**Language :** English

**Paperback :** 352 pages

**ISBN-10 :** 0997483296

**ISBN-13 :** 978-0997483291

**Item Weight :** 1.16 pounds

**Dimensions :** 5.5 x 0.8 x 8.5 inches

## Goodreads Website

Second First Kiss is a frenemies-to-lovers, hot neighbor, what's cheating, no triggers and a satisfying happily ever after.

Genres Romance Contemporary Romance

352 pages, Paperback

First published December 28, 2023

Series Sierra Vista (#2)

#### This edition

Format 352 pages, Paperback

Published January 25, 2024 by Adair Group, The

ISBN 9780997483291 (ISBN10: 0997483296)


Language English

Both sites show the publisher as **Adair Group** but since it is not shown on the item - we will use the author as the publisher

## Searching for place of publication

Since there is no place of publication listed on the item – we must decide what to put there and finding out more about the author is a good place to start

- If you can find information about the author this will give you some hints
- We found this on Amazon:



**Marina Adair**  
New York Times Bestselling Author

Marina Adair is a New York Times author whose fun, flirty contemporary romances have sold over a million copies. She has hit #1 overall in Amazon Kindle Paid and her St. Helena Vineyard series was optioned and made into the original Hallmark Channel Vineyard movies: Autumn in the Vineyard, Summer in the Vineyard, and Valentines in the Vineyard. Raised in the San Francisco Bay Area. She holds a MFA from San Jose University and currently lives in Northern California with her husband, daughter, and two neurotic cats. Please visit her online at [MarinaAdair.com](http://MarinaAdair.com) and sign up for her newsletter at [www.MarinaAdair.com/newsletter](http://www.MarinaAdair.com/newsletter).

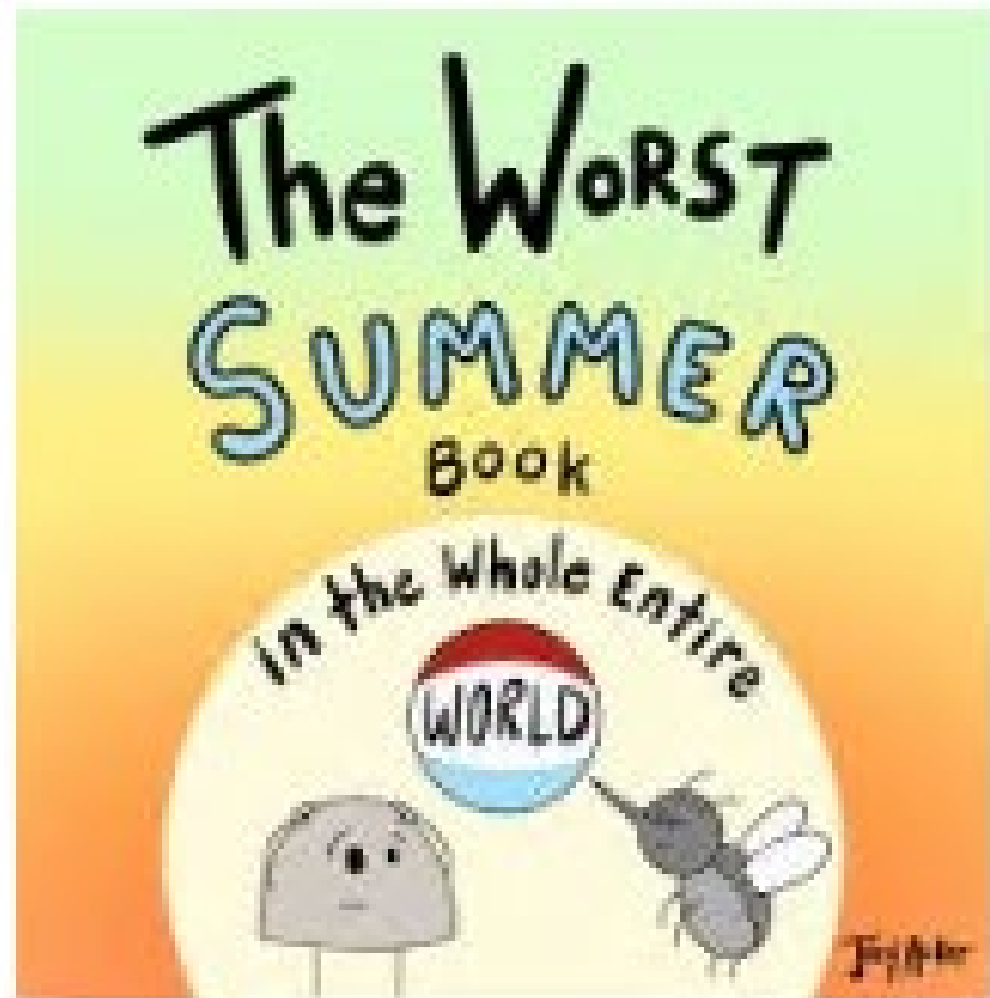
- “Raised in the San Francisco Bay Area ... currently lives in Northern California with her husband, daughter, and two neurotic cats” – we will use California as the place of publication

## How it is entered in Polaris

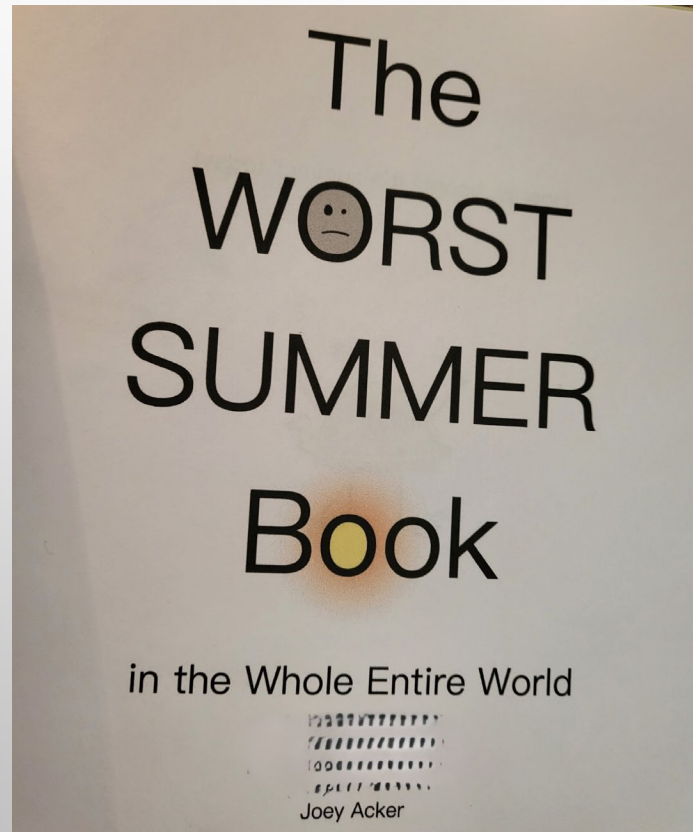
- The place of publication will be California in brackets – because it is not on the item
- The publisher will be the author – in brackets – because no publisher is on the item
- Since no publication date was present – but there is a copyright date – we will use an implied publication date in brackets and then also add the copyright date

264	1	#a[California] :#b[Marina Adair],#c[2023]
264	4	#c©2023

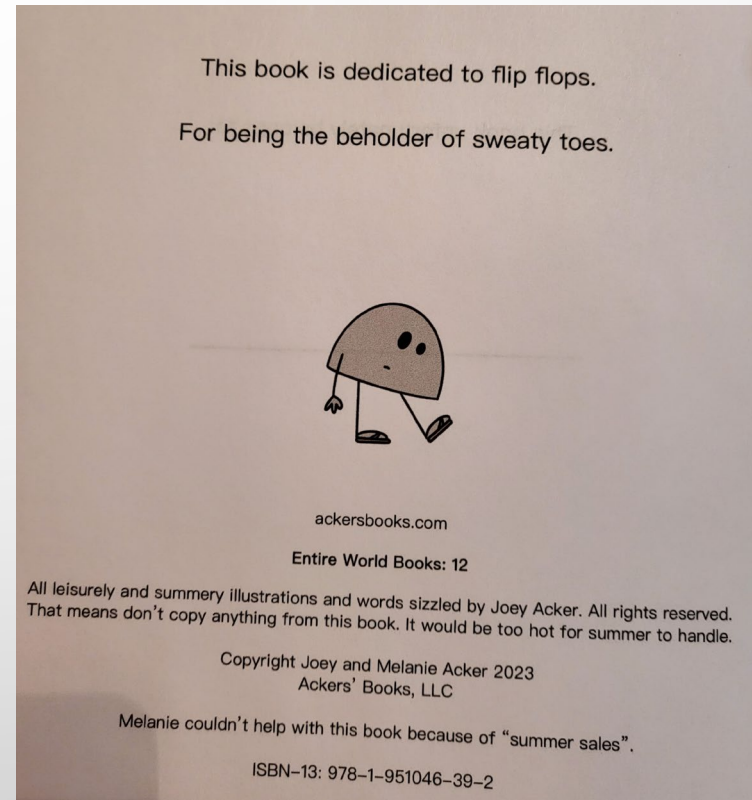
Choosing a  
publisher  
when there  
might be  
one



## Title Page



## Title Page Verso





If a company is considered the publisher even though the item may be self-published, take what is on the item

ackersbooks.com

Entire World Books: 12

All leisurely and summery illustrations and words sizzled by Joey Acker. All rights reserved. That means don't copy anything from this book. It would be too hot for summer to handle.

Copyright Joey and Melanie Acker 2023  
Ackers' Books, LLC

In this case – copyright is listed as Joey and Melanie Acker – and then Ackers' Books, LLC. Since this isn't a self-publishing platform – but instead a platform to publish Joey Acker books – we will use the Ackers' Books, LLC as the publisher

## Searching for Place of Publication

- Since there is no place of publication listed on the item – we must decide what to put there and again we will start with finding information about the author



**Joey Acker**

Joey Acker is an award winning and #1 best selling author and illustrator. He created 'The Worst Book in the Whole Entire World' and is the co-author and illustrator of the Thoughtful Bots and Wonder Who Crew series. He loves writing read-aloud books for the classroom and educators in 'The Wonder Who Crew Series'. He also enjoys creating beyond silly and "non-educational" books for children and parents who just want to have a good laugh in the 'Entire World Books' series!

Joey writes books with his best friend and wife, Melanie, where they reside in Texas with their two amazing children. He is currently working on other silly and fun books for young readers!

- “Joey writes books with his best friend and wife, Melanie, where they reside in Texas with their two amazing children”
- Texas it is!

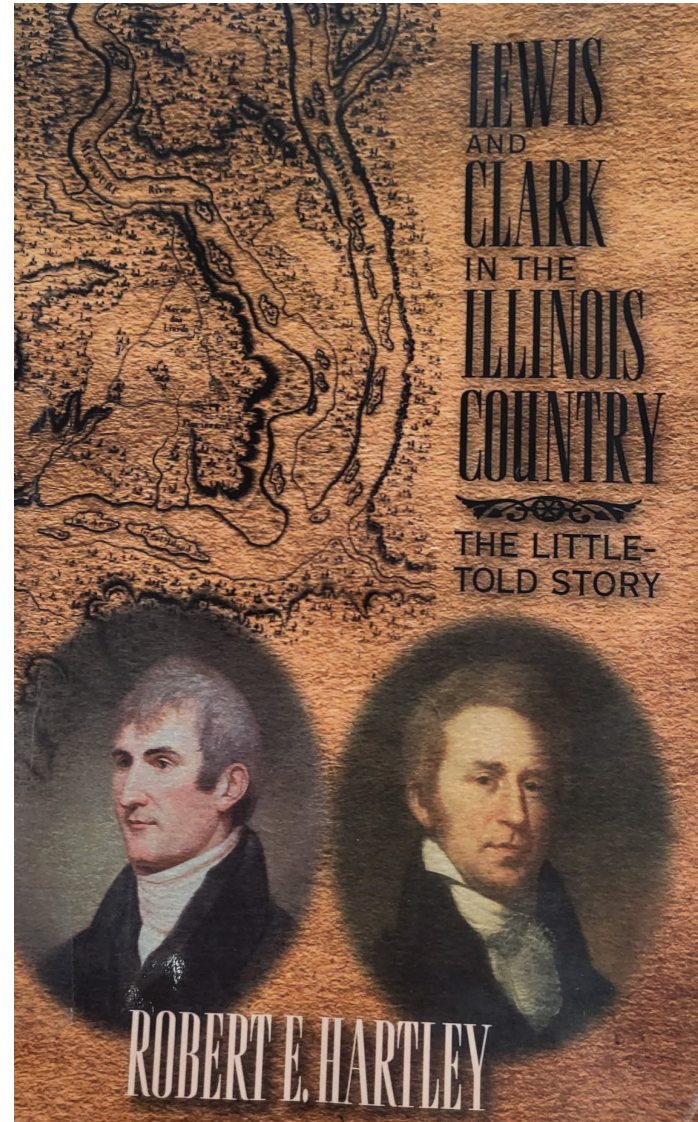


## Here is how it is entered in Polaris

- Record the place of publication in brackets because it is not listed on the item
- Enter the publisher as shown on the item
- Since there is no publication date on the item but there is a copyright date – add an implied publication date in brackets in the **264 \_1** and then enter a **264 \_4 \$c** with the copyright date

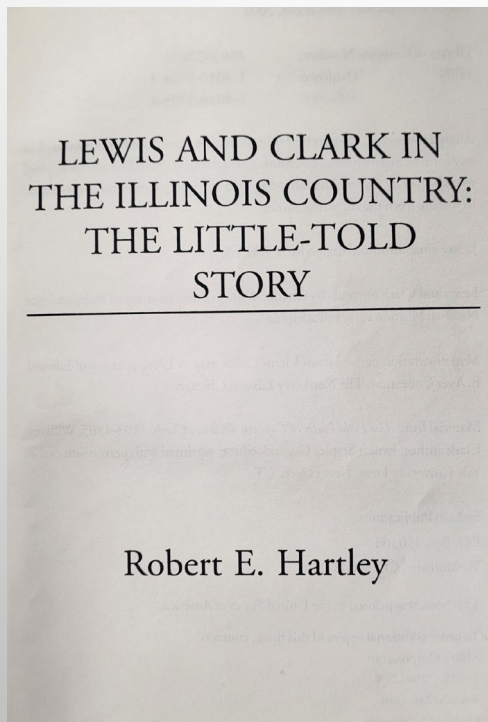
264	1	\$a[Texas] :\$bAckers' Books, LLC,\$c[2023]
264	4	\$c©2023

Recording a  
publisher  
when there  
might be  
more than  
one on the  
item

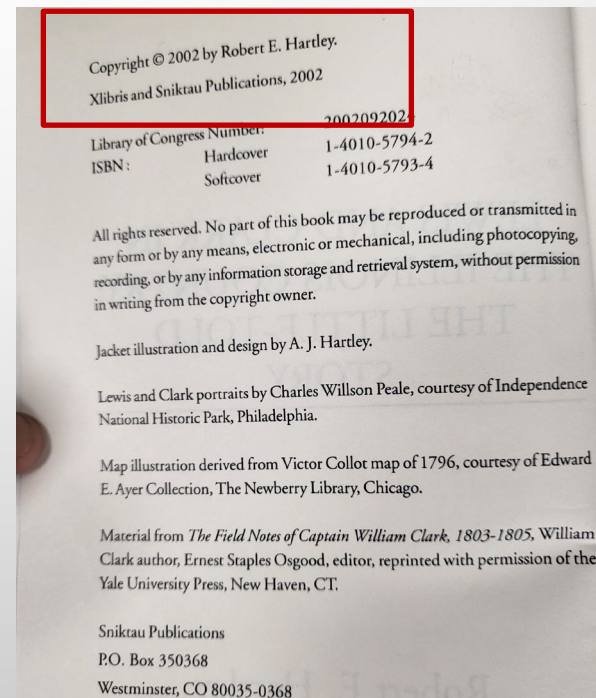


If a company is on the preferred source and you can't determine if it's a publisher or a self-publishing platform, record it as the publisher

## Title Page – No Publisher



## Title Page Verso – Two Publishers Listed



- There are times when you may have to do some research on the publishers listed on the item

In this case, we have Xlibris and Sniktau Publications listed as publishers on the item

Copyright © 2002 by Robert E. Hartley.

Xlibris and Sniktau Publications, 2002

Xlibris Corporation is a self-publishing and on-demand printing service

**Xlibris** Xlibris  
Publishing company :

Xlibris is a self-publishing and on-demand printing services provider, founded in 1997 and based in Bloomington, Indiana, United States. In 2000, The New York Times stated it to be the foremost on-demand publisher. The current president is Bill Elliot. [Wikipedia](#)

**Parent organization:** [Author Solutions LLC](#)

**Headquarters:** [Bloomington, IN](#)

**Founded:** 1997

**Key people:** Bill Elliot

**Publication types:** Books



If a company is considered the publisher even though the item may be self-published, take what is on the item

- Sniktau Publications was established to publish books written by Robert E. Hartley



Copyright © 2024 Sniktau Publications, Robert Hartley, A.J. Hartley. All rights reserved.  
Sniktau Publications | Winfield, Kansas

If a company is on the preferred source and you can't determine if it's a publisher or a self-publishing platform, record it as the publisher

- The location of Sniktau is in Winfield, Kansas. We will add this in the **264 \_1 \$a** in brackets because it is not listed on the item
- We will record Sniktau Publications as the publisher in the **264 \_1 \$b**
- We have a copyright date of 2002 but no publication date. Enter an implied publication date in **264 \_1 \$c** in brackets and add a **264 \_4 \$c** with the copyright date

- Xlibris Corporation is a self-publishing and on-demand printing service
- If a self-publishing company such as Xlibris is found on the preferred source and is not identified as the publisher, record as the manufacturer in **264 \_3** to help with matching
- You are not required to add a **264 \_3**

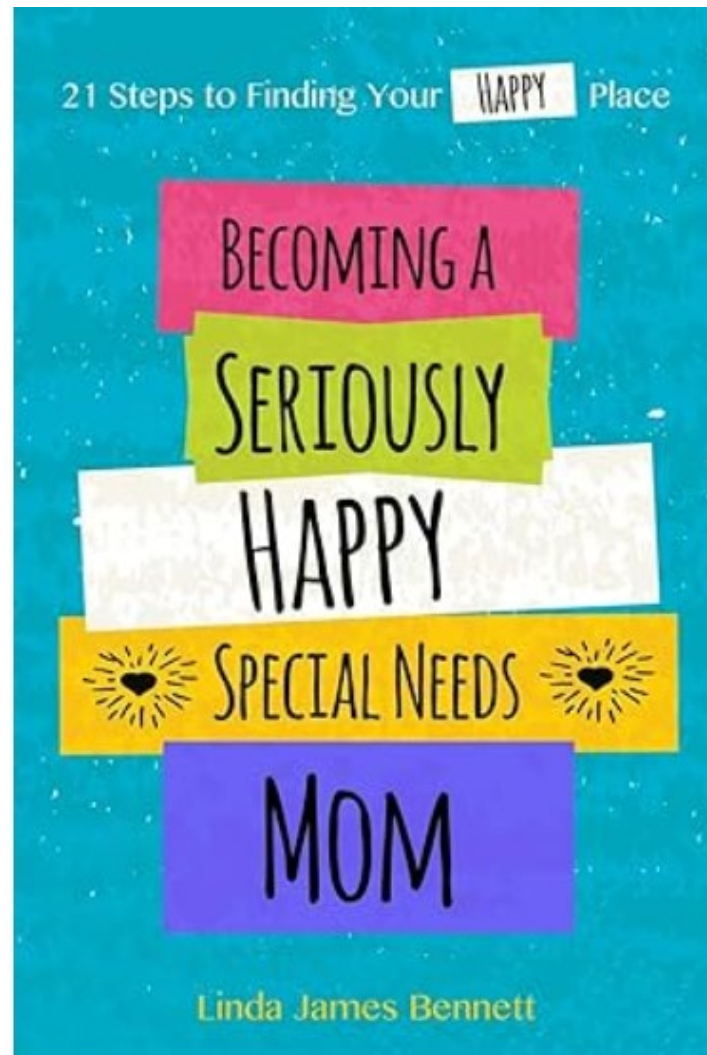
264      1      #a[Winfield, Kansas] :#bSniktau Publications, #c[2002]

264      4      #c©2002

264      3      #a[Bloomington, Indiana] :#bXlibris Corporation, #c2002.

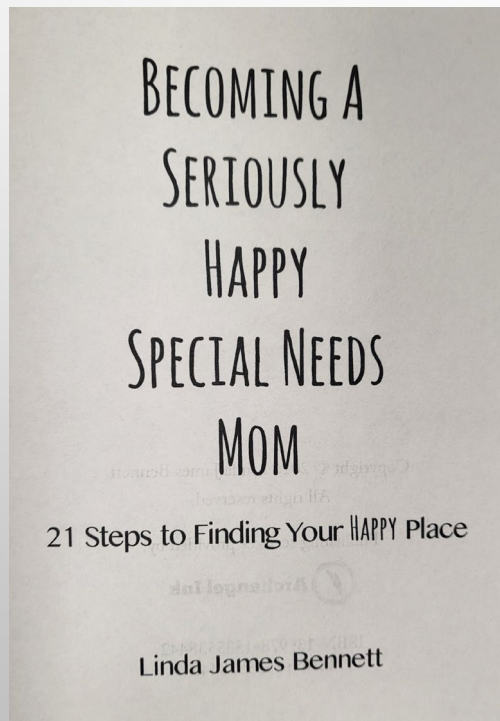


# Recording a publisher— cataloger's judgment

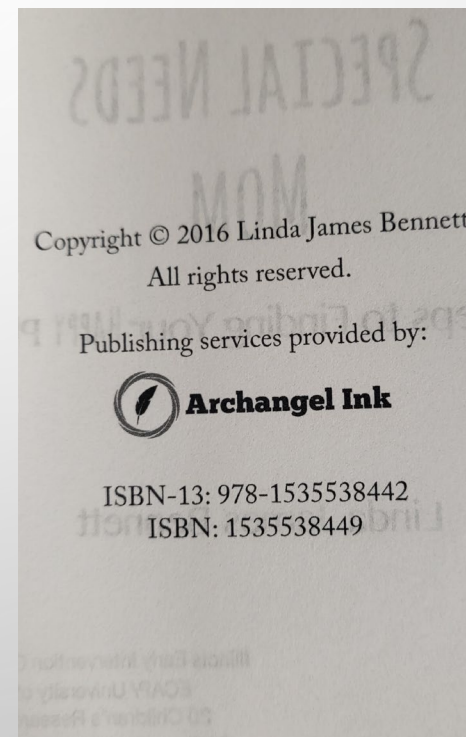


If a company is on the preferred source and you can't determine if it's a publisher or a self-publishing platform, record it as the publisher

Title Page –  
No Publisher



Title Page Verso –  
Archangel Ink



And throw this into the mix ...

We do a search for the title on Amazon and find CreateSpace is listed as the publisher



Becoming a Seriously Happy Special Needs Mom: 21 Steps to Finding Your Happy Place

Book 1 of 1: Becoming A Seriously Happy Special Needs Mom 21 Steps To Finding Your Happy Place | by Linda James Bennett  
Sep 6, 2016

★★★★☆ v 57

Paperback

\$7<sup>50</sup>

You Earn: 8 pts

✓prime Two-Day

FREE delivery Fri, May 10

## Product details

**Publisher :** CreateSpace Independent Publishing Platform (September 6, 2016)

**Language :** English

**Paperback :** 77 pages

**ISBN-10 :** 1535538449

**ISBN-13 :** 978-1535538442

**Item Weight :** 4.2 ounces

**Dimensions :** 6 x 0.18 x 9 inches

We do a search for Archangel Ink and find it may be a self-publishing company ... but it is listed on the item as the publisher



YOUR PARTNER IN LEVERAGING YOUR CREDIBILITY AND EXPERTISE INTO SELF-PUBLISHING SUCCESS

We combine our innovative fusion of traditional publishing strategies with the ease, speed and adaptability of self-publishing.

- Even though Archangel Ink is a self-publishing platform – we will use it as the publisher because it is listed on the item as such
- Unfortunately, we find no place of publication on the item
- But - Here is what we found during our searches:

#### About Archangel Ink

Archangel Ink specializes in providing a comprehensive suite of self-publishing services, catering to authors who seek to leverage their expertise and credibility. The company offers a range of services including professional book cover design, various levels of manuscript editing, eBook formatting, paperback production, audiobook production, and ghostwriting. Archangel Ink prides itself on delivering the quality and professionalism of traditional publishing combined with the flexibility and personalized attention of self-publishing. It is based in Venice, Florida.

#### Headquarters Location

304 Barcelona Ave Unit 3  
Venice, Florida, 34285,  
United States

[✎ Suggest an edit](#)

- We will use Venice, Florida as the place of publication

## Here is how it is entered in Polaris

- The place of publication will be Venice Beach, Florida in brackets – because this information is not on the item
- The publisher will be Archangel Ink
- There was no publication date on the item – only a copyright date – so we will enter an implied publication date in the 264 \_1 \$c – and then add the copyright date in the 264 \_4 \$c

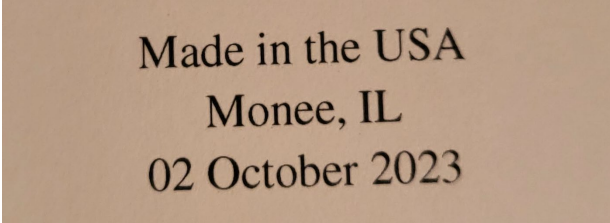
Example in Polaris:

```
264      1      #a[Venice Florida] :#bArchangel Ink,#c[2016]  
264      4      #c©2016
```



As a last resort – you may use a printing location and date

- If you have a self-published item with no place of publication and/or publication date – you may use a printing location/date only after researching and exhausting all efforts of finding publication information on the item



Made in the USA  
Monee, IL  
02 October 2023

- You may see this on the last page of a book. This is a printing location and date and not a publication location and date.
- As a LAST resort – you may use Monee, IL and the 2023 date in your record if you have no other options



For more information or questions regarding Self-Published  
items - please contact a SHARE cataloger:

Anna Wiegand ([awiegand@illinoisheartland.org](mailto:awiegand@illinoisheartland.org))

Linda Johnson ([ljohnson@illinoisheartland.org](mailto:ljohnson@illinoisheartland.org))

Sue Pearson ([spearson@illinoisheartland.org](mailto:spearson@illinoisheartland.org))

Hanan Jaber ([hjaber@illinoisheartland.org](mailto:hjaber@illinoisheartland.org))

Liz Perkins ([lperkins@illinoisheartland.org](mailto:lperkins@illinoisheartland.org))

