



WHAT YOU NEED TO KNOW

I Street Press, Sacramento Public Library,
828 I Street, Sacramento, CA 95814
(916) 264-2777 istreet@saclibrary.org



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An Example of
Library of Congress
Cataloging-in-Publication (CIP) Data

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Printed in the United States of America

I Street Press
828 I Street
Sacramento, CA 95814

Last name, First name MI.

Title of Book: Sub-title of Book / written and illustrated
by firstname lastname

p. cm.

ISBN 13: 978-0-5555555-0-0

Library of Congress Control Number: 2012555555

Cover Design by: firstname lastname

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Foreword

I've been a librarian for over 20 years and many things have changed. One thing has stayed the same; people love to read and write. Some people are reading in a different format but in my experience many, many people still love a physical book. They love the feel, the portability, the smell and the convenience. A book offers a glimpse into another world and into the mind of a writer.

Here at I Street we want to find the next Great American novel and the best family cookbook. We want to feature all kinds of writers and to nurture the next generation of book makers. Join us on this journey. We want to stretch your creativity through writing and publish your next book.

I Street is a big dream and we have the California State Library and the Institute of Museum and Library Services to thank for a very generous grant that got us started. But we need you to help fulfill this dream. Take a class. Write a book. Publish.

I've heard some people say that print is dead. I know better. I am surrounded by books and book lovers. I Street is here to encourage you to explore your inner author. Do you have a book inside? We can print it for you!

Let's write!



Rivkah Sass

Director, Sacramento Public Library

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Here at I Street we want to find the next Great American novel and the best family cookbook. We want to feature all kinds of writers and to nurture the next generation of book makers. Join us on this journey. We want to stretch your creativity through writing and publish your next book.

I Street is a big dream and we have the California State Library and the Institute of Museum and Library Services to thank for a very generous grant that got us started. But we need you to help fulfill this dream. Take a class. Write a book. Publish.

I've heard some people say that print is dead. I know better. I am surrounded by books and book lovers. I Street is here to encourage you to explore your inner author. Do you have a book inside? We can print it for you!

Let's write!



Rivkah Saas

Director, Sacramento Public Library

Introduction

Books printed by the I Street Press are library-quality, perfect bound paperbacks, indistinguishable from books published by major publishing houses.

There is no minimum number of copies you must order. Copies of your book will be printed as you need them. Printing more than two hundred copies may take longer than a month.

You retain all rights to your printed work, along with complete control over layout, content and design.

You set the book's price and keep the profits. There are no hidden costs.

You may modify and alter the cover and content of your book at any time.

The *I Street Press* prints a high-quality paperback edition of your book with black-and-white or color interior pages and a full-color satin cover.

Book sizes range from 5" × 6" to 8" × 10" and from 10 to 700 pages.

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The Book

Submission and Formatting Guidelines

Book Block or Interior

This is the content, or inside of the book, which includes every page from the title page to the last page. This is where the title page, table of contents, preface, introduction, chapters, illustrations, index and any other material you want on the inside of the book between the covers. All books begin on the right hand page (*Recto*) and end on the left hand page (*Verso*). Paper is either 28# laser quality or 20# high-quality bond, available in white.

Please make careful note of the margins and gutter position for the interior of your book-block.

Cover

This includes the front cover, the back cover and the spine. Your front and back may be illustrated. You may want a blurb or other statement on the back cover. The I Street Press logo or imprint will go here as will the barcode, price and ISBN.

Please pay particular attention to the bleed on your cover.

The Book

Submission and Formatting Guidelines

Book Block or Interior

This is the content, or inside of the book, which includes every page from the title page to the last page. This is where the title page, table of contents, preface, introduction, chapters, illustrations, index and any other material you want on the inside of the book between the covers. All books begin on the right hand page (*Recto*) and end on the left hand page (*Verso*). Paper is either 28# laser quality or 20# high-quality bond, available in white.

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Make an Appointment

To make an appointment with *I Street Press* staff please call (916) 264-2777 and leave a message, or email istreet@saclibrary.org.

Whether you call or email please provide your name, a telephone number and email address where you may be reached; how far along you are in the process of creating your book; approximate number of pages; and if you have read or are familiar with the Publishing guidelines and FAQs on the Library's webpage.

<https://www.saclibrary.org/Education/Tech-Creation/I-Street-Press>

I Street Press staff will evaluate your files and give advice about the next steps in completing your writing project. *I Street Press* is not able to provide editorial services or address serious formatting issues with either the book-block or cover. However, at the end of this brochure you will find a list of Graphic Artists and Editors with whom you can negotiate to help with you project.

All of the details of the cover and the book-block, including creating content, formatting text and images, placement of page numbers, inclusion of copyrighted materials, and other aesthetic consideration are the responsibility of the Author and Creator of the work and are not the responsibility of I Street Press or its staff.

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Whether you call or email please provide your name, a telephone number and email address where you may be reached; how far along you are in the process of creating your book; approximate number of pages; and if you have read or are familiar with the Publishing guidelines and FAQs on the Library's webpage.

<https://www.saclibrary.org/Education/Tech-Creation/I-Street-Press>

I Street Press staff will evaluate your files and give advice about the next steps in completing your writing project. *I Street Press* is not able to provide editorial services or address serious formatting issues with either the book-block or cover. However, at the end of this brochure you will find a list of Graphic Artists and Editors with whom you can negotiate to help with you project.

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The *I Street Press* is not responsible for the layout and design of your book, or for the content, either written or formatted. We simply print and bind quality paperback books.

However if you need additional assistance with the above issues of editing, formatting and cover design, etc., please refer to the resource section at the back of this brochure. We have listed professionals who are friends of the library and most will provide their services at a sliding scale for I street customers. They will work within your budget to give you a professional looking book.

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Pricing for the I Street Press

Cost for each book or pamphlet is based upon the following criteria:

Perfect bound paperbacks have full color satin covers with black and white interior pages using either 28 # laser paper, 24# Cream paper, or 20# high quality bond paper. Books sizes between 40 and 700 pages (20 to 350 sheets of paper).

Pamphlets have between 6 and 40 pages (3 to 20 sheets of paper). Interior pages are black and white in either 28 # laser paper, 24# Cream paper, or 20# high quality bond paper. Covers are 28# laser paper printed in full color or black and white.

Color interior pages are printed on 28# laser paper only.

Paper weight	Heavy Cover 10 mil	Light Cover 28# Laser	Per Page Black and White
28# Laser	\$4.00	\$1.00	2.5 cents
24# Cream	\$4.00	\$1.00	2.5 cents
20# Bond	\$4.00	\$1.00	1.5 cents

Color pages on 28# laser paper	8 cents per page
--------------------------------	---------------------

Choose cover and paper to determine price.

Book and Pamphlet sizes range from 5X6 inches to 8X10 inches. 8X10 books are limited to 300 pages (150 sheets) of 28# laser paper and 390 pages (195 sheets) of 20# bond paper.

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Book and Pamphlet sizes range from 5X6 inches to 8X10 inches. 8X10 books are limited to 300 pages (150 sheets) of 28# laser paper and 390 pages (195 sheets) of 20# bond paper.

Examples: Perfect bound paperback with laser or cream colored paper

A 100 page book of any size is	\$6.50 plus tax.
\$4.00 per book x 1 =	\$4.00
.025 per page x 100 pages =	\$2.50
Tax at 8.75% (City of Sacramento)	\$0.57
Total	\$7.07

Example: Perfect bound paperback with bond paper

A 100 page book of any size is	\$5.50 plus tax.
\$4.00 per book x 1 =	\$4.00
.015 per page x 100 pages =	\$1.50
Tax at 8.75% (City of Sacramento)	\$0.48
Total	\$5.98

Example: Pamphlet with Laser cover and bond paper for the interior

A 40 page pamphlet of any size is	\$1.60 plus tax.
\$1.00 per book x 1 =	\$1.00
.015 per page x 40 pages =	\$0.60
Tax at 8.75% (City of Sacramento)	\$0.14
Total	\$1.74

Examples: Perfect bound paperback with laser or cream colored paper

A 100 page book of any size is	\$6.50 plus tax.
\$4.00 per book x 1 =	\$4.00
.025 per page x 100 pages =	\$2.50
Tax at 8.75% (City of Sacramento)	\$0.57
Total	\$7.07

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Tax at 8.75% (City of Sacramento)	\$0.14
Total	\$1.74

Pamphlet

Pamphlets are small booklets of between 6 and 40 pages.

- One time set-up fee of \$10.00
- Upload pamphlet
- No Proof Copy or Revision
- Proof Copy is the page pricing for the pamphlet
- Pamphlet pricing for all copies ordered

Tier One: Print Only for Perfect Bound Paperbacks

All files from Customer are print ready. Staff do nothing to manipulate or make files ready to print. A la carte services not available with tier one.

- One time set-up Fee: \$25.00
- Upload book
- No Proof Copy and No revision
- Revisions are 10.00 each
- Proof copy is price of book + price of pages printed
- Book and page pricing applied for extra copies

Tier Two: Self-Publishing Set-Up for Perfect Bound Paperbacks

Staff may be requested to work with the files to make them print ready. One hour maximum. A la carte services available only with tier two.

- One time set up Fee: \$99.00
- Upload Book
- One Proof Copy and One Revision provided
- Book and page pricing applied for extra copies

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- Upload pamphlet
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- No Proof Copy and No revision
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- Proof copy is price of book + price of pages printed
- Book and page pricing applied for extra copies

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- One time set up Fee: \$99.00
- Upload Book
- One Proof Copy and One Revision provided
- Book and page pricing applied for extra copies

A la Carte Services:

- Revisions \$10.00 each to upload
- ISBN: \$25.00 each
- Barcode: \$25.00 each
- LCCN: \$25.00; plus cost of one book; plus postage
- Copyright Registration: \$35.00 single author; \$55.00 for 2 or more authors; plus cost of two books; plus postage for two books.
- Postage to mail one book: \$4.00
- Basic Simple Cover and Spine Construction: \$25.00 per one half hour; One hour maximum.

Discounts

- 10% on Book Orders of 100 copies or more

**I Street Press* cannot disburse royalties to the author or owner.

#I Street Press does not ship orders. Orders must be picked up at a Sacramento Public Library.

Payments

All orders must be paid before books will be printed.

- **Checks:** Payable to: *Sacramento Public Library*
- **PayPal:** I Street Press will send an invoice through email. You do not need a PayPal account.
- **Credit Card:** On site with PayPal Virtual Terminal

A la Carte Services:

- Revisions \$10.00 each to upload
- ISBN: \$25.00 each
- Barcode: \$25.00 each
- LCCN: \$25.00; plus cost of one book; plus postage
- Copyright Registration: \$35.00 single author; \$55.00 for 2 or more authors; plus cost of two books; plus postage for two books.
- Postage to mail one book: \$4.00
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ISBN and Barcode

ISBN = International Standard Book Number

Bowker is the official source for ISBNs in the United States.

An ISBN uniquely identifies your book, and facilitates the sale of your book to bookstores (physical and digital) and libraries. Using ISBNs allows you to better manage your book's metadata, and ensure maximum discoverability of your book. (isbn.org)

Retailers will need an ISBN and a Barcode to sell your book.

Each ISBN is \$25.00. The ISBN identifies *I Street Press* as the imprint or publisher of your book and uniquely identifies your book for those who wish to purchase.

The Barcode contains the ISBN assigned to your title and the Suggest Retail Price (SRP) you have determined.

You do not need to buy a barcode with your ISBN. *I Street Press* cannot sell barcodes without an ISBN.

I Street Press cannot resell ISBN's. Once purchased the ISBN must be attached the title registered with Bowker.

Once the SRP is attached to the barcode the price cannot be changed. If you wish to change the price you will need to purchase another barcode.

ISBN and Barcode

ISBN = International Standard Book Number

Bowker is the official source for ISBNs in the United States.

An ISBN uniquely identifies your book, and facilitates the sale of your book to bookstores (physical and digital) and libraries. Using ISBNs allows you to better manage your book's metadata, and ensure maximum discoverability of your book. (isbn.org)

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LCCN

Library of Congress Control Number:

A Library of Congress catalog control number is a unique identification number that the Library of Congress assigns to the catalog record created for each book in its cataloged collections. Librarians use it to locate a specific Library of Congress catalog record in the national. The purpose of the Preassigned Control Number (PCN) program is to enable the Library of Congress to assign control numbers in advance of publication to those titles that may be added to the Library's collections. The publisher prints the control number in the book and thereby facilitates cataloging and other book processing activities. The PCN links the book to any record which the Library of Congress, other libraries, bibliographic utilities, or book vendors may create.

All forthcoming monographs that will be published in the United States and that are not included in the categories listed below are eligible for the PCN program. Control numbers are preassigned to works that may be selected and cataloged by the Library of Congress for its collections. Final determination of works selected and cataloged is made by selection librarians and recommending officers in compliance with Library of Congress collection development policies upon receipt of the printed book. Please note that while a title may receive a preassigned control number, the Library of Congress is under no obligation to provide preliminary or final cataloging information within its catalog for titles that are not ultimately selected for the Library's permanent collection.

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Other Considerations

Taxes

Tax Exempt Reseller Certificate must be on file with I Street Press. Otherwise, I Street Press is required to collect State and Local Taxes.

Permissions

By using the I Street Press, you give Sacramento Public Library permission to add the I Street imprint (logo) to your book.

NOTE

I Street Press will recognize and work with you to meet deadlines. However, I Street Press cannot be responsible for meeting those deadlines. Please consider any and all deadlines when submitting work for printing by I Street Press. The I Street Press is not fast and staff must be present when printing. These and other considerations known to the Author or Creator must be taken into account when agreeing to use I Street Press.

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Glossary of Terms

- Barcode:** An image of vertical lines containing a code of information about Barcode: An image of vertical lines containing a code of information about the book.
- Book-Block:** All of the contents of the book not including the cover or inside cover pages.
- Copyright:** The exclusive right to make copies, license, and otherwise exploit a literary, musical, or artistic work, whether printed, audio, video, etc.: Works granted such right by law on or after January 1, 1978, are protected for the lifetime of the author or creator and for a period of 50 years after his or her death.
- Cover:** A sheet of heavy off-set, high-gloss paper on which art and text are placed.
- ISBN:** International Standard Book Number
- LCCN:** Library of Congress Control Number
- .pdf:** Adobe Acrobat Portable Document File
- Perfect Bound:** A technique for binding books by a machine that cuts off the backs of the sections and glues the leaves to a cloth or paper backing.
- Retail Pricing:** The amount set by authors using the I Street Press for sale of their book. Aka: the SRP or Suggested Retail Price.

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Turnaround Time

Timeline for Submissions and Printing:

1. Write, edit and revise your book until you are satisfied and ready to publish.
2. Choose a size for your book.
3. Format your book to fit the size you have chosen (the book-block).
4. Create Your Cover (i.e. MS Word, MS Publisher, Adobe Photoshop, Adobe InDesign)
5. Convert your book and cover into two .pdf files.
6. Please send the files to istreet@saclibrary.org. If the files are too big call 916-264-2777 and request a Dropbox shared file.
7. Call 916-264-2777 or email istreet@saclibrary.org for an appointment.
8. Decide on a publishing package.
9. Upload files
10. Print and Deliver Proof Copy (if possible same day).
11. Revise Proof (Take your time and be thorough)
12. Upload revisions
13. ISBN bar code generated usually at second appointment but customer must have final price set.
14. LCCN may take up to two weeks to receive.
15. Print Copies
 - 10 copies (if possible printed and delivered that day)
 - 50 copies (may take 1 week)
 - 100 copies (may take up to 2 weeks)
 - 200+ copies (may take 3 weeks or longer)
16. Arrange to pick up your printed books.

Turnaround Time

Timeline for Submissions and Printing:

1. Write, edit and revise your book until you are satisfied and ready to publish.
2. Choose a size for your book.
3. Format your book to fit the size you have chosen (the book-block).
4. Create Your Cover (i.e. MS Word, MS Publisher, Adobe Photoshop, Adobe InDesign)
5. Convert your book and cover into two .pdf files.
6. Please send the files to istreet@saclibrary.org. If the files are too big call 916-264-2777 and request a Dropbox shared file.
7. Call 916-264-2777 or email istreet@saclibrary.org for an appointment.
8. Decide on a publishing package.
9. Upload files
10. Print and Deliver Proof Copy (if possible same day).
11. Revise Proof (Take your time and be thorough)
12. Upload revisions
13. ISBN bar code generated usually at second appointment but customer must have final price set.
14. LCCN may take up to two weeks to receive.
15. Print Copies
 - 10 copies (if possible printed and delivered that day)
 - 50 copies (may take 1 week)
 - 100 copies (may take up to 2 weeks)
 - 200+ copies (may take 3 weeks or longer)
16. Arrange to pick up your printed books.

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