



New Item(s) Submission Procedure

Thank you for considering The Library Store to retail your products. We're always on the lookout for products that will be a beneficial addition to our store and exciting for our customers. We also look forward to developing relationships with local artists that share our vision. When submitting your items for consideration, we ask that they relate to our vision in two or more of the following areas:

Our vision and store selection filters:

- a. Related to the Los Angeles Public Library's collections
- b. Related to a current or upcoming Los Angeles Public Library exhibition
- c. Related to books, reading, writing, Los Angeles history/culture
- d. Designed/produced locally
- e. Reflective of our community's diversity
- f. Eco-friendly

The first step in being considered as a vendor at The Library Store is to submit a **NewItemPacket** to our Director of Retail Services. Prospective vendors should fill out the form on the third page of this document and include the requested information as part of their New Item Packet. We must receive a completed packet for your product(s) to be considered. Your products will not be considered without this first step, nor will they be considered on a walk-in basis.

To ensure that we receive your New Item Packet, it must be emailed to The Library Store or sent via standard mail. Email the details requested below to this email address: librarystore@lfla.org

Printed documents may be sent to:

The Library Store
630 W. 5th Street
Los Angeles, CA 90071



Frequently Asked Questions

How can I verify that The Library Store received my submission packet?

Ship your New Item Packet with a carrier who offers delivery verification or tracking information. We cannot be responsible for the return of product samples.

I've sent information and I have not heard back from The Library Store; why?

While we try to respond to every submission, sometimes we cannot respond directly to every vendor submitting their products. If we feel your product is something our customers would like to purchase in our store, we will contact you to proceed with next steps. Please be sure to include up-to-date contact information.

Should I resubmit?

We will keep your information on file for one year. Feel free to resubmit after one year.

When are New Item Submissions reviewed?

We review items on a rolling basis.

What product categories are carried in the store?

Please visit our website at www.shop.lfla.org for a representative sample of our inventory. The Library Store is part of the Library Foundation of Los Angeles; please visit www.lfla.org for information about our organization.

How does the product review process work?

Our buyer chooses products that best complement The Library Store's vision, existing product categories, and our customers' shopping habits. New items are evaluated with uniqueness, price point, seasonality, trends, Los Angeles Public Library programs and our organizational values in mind.

Can I just take my items to The Library Store and see if personnel like them?

No. Our Director of Retail Services makes all new item decisions through a systematic approval process.

Why does The Library Store require vendors to use email?

Electronic communication is the most effective way for our Director of Retail Services to relay and receive pertinent information. We also send monthly sales reports through email. Email is imperative to efficient business communication while keeping it a sustainable practice.

If you have further questions, please email: librarystore@lfla.org

New Item Packet

Please include all pertinent information regarding Artist/Maker and item details. Mail or email this form to The Library Store.

Vendor/Artist Name:

Submission Date:

Email Address:

Phone Number:

Description of your products and how they fit in with The Library Store's vision:

List of current retailers carrying your product in the Downtown Los Angeles area:

Include in your submission:

- Price list that includes wholesale prices by unit and retail price
- Demo/merchandising support information
- Hi-resolution (300dpi) images or a physical sample if possible. ***Sample(s) will not be returned.***
- Include other pertinent information such as: website link, POS material, pamphlets, press/advertising, etc.

Products submitted with incomplete information will not be considered.

Thank you for your interest in The Library Store!