New Publisher Data Guide

**SEND BOOKS TO:**

SPD Books  
ATTN: Warehouse  
1341 Seventh St  
Berkeley, CA 94710  
(locals email warehouse to coordinate drop off)

**New Title Forms (NTF)**
- Once submitted, it may take a few days to get uploaded in our system & the website.
- We will send a PO 1-2 days after that.

- Please send in NTFs at least 2 months before a pub-date. Earlier is always better.
- We only send out metadata once a month (around the first weekend of the month)
- It can take time to update everyone if there are edits or stocking changes, so please take this into account.
- We can update or edit any info that comes in EXCEPT the ISBN. If an ISBN update is requested, the original book listing will need to be marked discontinued and a new listing will need to be created with the current ISBN.

**Price Changes**
- Prices can be changed upon publisher request.
- If the price is printed on the cover we recommend waiting to change the price until the next reprint.
- If stickering over the price is required, publisher will be charged a $50 fee per title.

**Restocks**
- If you see a book with 10 or less copies (in general) please inform the Data & Sales Manager! They will look at the data and determine how many to restock.
- If it's a quickly-selling book (1/2 or more of the stock initially received sells within 1 month) please reach out to the Data & Sales Manager to create a restock PO.
- It is the responsibility of the publisher to help monitor their stock, but we also run backorder, late PO, and preorder reports to stay on top of stocking numbers.

**Warehouse**
- Books will IMMEDIATELY be available for sale online unless you provide a HOLD date.
- Publishers can ask for hold books anywhere from 0-30 days before the pubdate.
- Send in books about a month before the pubdate (and ideally more like 6-8 weeks)
- Have them in early so that places like Amazon or Ingram can order, get the books, stock their own warehouse, and send out to their customers by the pubdate.

Sara Dumanske - Data & Sales Manager  
sara@spdbooks.org & metdata@spdbooks.org  
- new and existing titles  
- book metadata updates  
- any and all questions

Shelby Hinte - Data Associate  
sheby@spdbooks.org  
- changes to recently submitted NTFs  
- updates to book listings

Purchase Orders (run by Data Manager)  
po@spdbooks.org  
- new Purchase Orders  
- restock requests  
- correspondence regarding: late POs, backorders, preorders

David Isaacson - Operations Manager  
daavid@spdbooks.org  
- big picture questions

Andrew Pai - Finance Manager  
andrew@spdbooks.org & accounts@spdbooks.org  
- sales and inventory reports  
- quarterly statements  
- publisher contracts

Grant Kerber - Publicity & Marketing Manager  
grant@spdbooks.org & publicity@spdbooks.org  
- publicity programs  
- social media and email campaigns  
- events and book fairs  
- review copies

Anthony Sebastian - Receiving Coordinator  
Shawn El - Shipping Coordinator  
warehouse@spdbooks.org  
- shipping questions (to or from SPD)