

# New Publisher Data Guide

## SEND BOOKS TO:

**SPD Books**  
**ATTN: Warehouse**  
**1341 Seventh St**  
**Berkeley, CA 94710**



(locals email warehouse to coordinate drop off)

Sara Dumanske - Data & Sales Manager  
**sara@spdbooks.org** &  
**metadata@spdbooks.org**

- new and existing titles
- book metadata updates
- any and all questions

Shelby Hinte - Data Associate  
**shelby@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  
**david@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)

## 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 pubdate. 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.