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**Self-Publishing Submission Guidelines and Fees**

**For the Espresso Book Machine**

**Submission Guidelines**

Self-Published titles should be submitted as two PDF files, one for the book block and a second for the cover. PDF files may be submitted to the library on a USB Drive, CD or DVD.

**Book block**

* The book block PDF should include all of your interior pages including any blank pages in your sequence.
* The book block content should be formatted according to your trim size and centered in your PDF
* The book block will be printed in black and white
* The minimum number of pages is 40 (20 sheets of paper)
* The maximum number of pages is 800 (400 sheets of paper)
* The final trim size should be between 4.5” x 4.5” and 8.25” x 10.25”
* Patrons must sign a statement confirming the ownership or rights to print the content

**Cover**

* Covers should be formatted to match the book block trim size with an additional .25” bleed on all four sides
* The cover will print on an 11” x 17” sheet
* The cover and book block will be perfect bound and trimmed according to your formatting and trim size specifications

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| **Self-Publishing Fees** |  |
| Set up fee | $25 per title |
| Per page print charges | $0.05 per page |
| Per page print charges with customer-supplied  20-60 lb. paper | $0.04 per page |
| Update of book block or cover fee | $25 per title |
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| **Binding Service only** |  |
| Cover and block provided by patron | $4.00 |
| Cover printing only | $5.00 |
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