
2020 Selection Committee Guidelines

Budget

Total Budget: \$163,500

Comprised of \$40,500 from January 2020 - March 2020 and \$123,000 from April 2020 - March 2021

Each selection category has an annual budget and a suggested monthly spend. Because of publisher release dates, some months may have higher spends than other months.

Budget Tracking

For each cart created, the total amount should be entered in the ADLC 2018 Selection Purchases Spreadsheet.

Selector Responsibilities:

1. Holds Management
2. Title Replenishment
3. Adult Bestsellers- eBooks
 - a. New titles
 - b. Preorders
4. Adult Bestsellers- audiobooks
 - a. New titles
 - b. Preorders
5. Adult non-Bestsellers- Fiction
 - a. eBook
 - b. Audiobook
6. Adult non-Bestsellers- Non-fiction
 - a. eBook
 - b. audiobook
7. Children's and YA
 - a. New Titles
 - b. Preorders
 - c. eBook (fiction & non-fiction)
 - d. audiobook (fiction & non-fiction)

Purchasing Schedule

Weekly: Holds Management, *Katie*

1st week of the month: Adult Bestsellers- eBook, *Hope*

2nd week of the month: Adult Bestsellers- Audiobook, *Vanessa*

3rd week of the month: Adult Non-bestsellers- Fiction, *Lori*

3rd week of the month: Children's & YA, *Allie*

4th week of the month: Adult Non-bestsellers- Non-fiction, *Judy*

As needed throughout the month: Title Replenishment, *Leigh*

Category Guidelines

Holds Management

Percentage of Annual Budget: 45%

Schedule: Weekly

Guidelines for Holds:

- Review cart created by OverDrive. Titles in the cart will have a holds ratio of 8 or more
- Purchase for both audio and eBook

Report or Cart: Review report created by OverDrive titled *Holds Manager*. Create cart with the following label: "HOLD" followed by the first three letters of the month, followed by the selector's initials.

Example: HOLD SEP KW

Title Replenishment

Percentage of Annual Budget: 5%

Schedule: As needed

Guidelines for Metered Access:

- Review carts created by OverDrive. One cart will include titles with 5 checkouts or fewer. The second cart will include titles expiring in less than 30 days.
- These carts only look at titles belonging to the consortia. While the consortia's copy of a title may be expiring, it may still be available through advantage sharing.
- Prioritize purchasing titles with holds, titles with only one checkout remaining, popular titles with lots of checkouts, and expired titles with holds.
- Purchase for both audio and eBook.

Report or Cart: Review report created by OverDrive titled *OD Metered Alert*. Create cart with the following label: "MTR" followed by the first three letters of the month, followed by the selector's initials.

Example: MTR SEP KW

Adult Best Sellers - New Titles and Preorders- eBooks

Percentage of Annual Budget: 24%

Schedule: Purchase during the first week of the month

Guidelines for Bestsellers:

- Purchase based on popular titles and authors.
- Purchase preorders within one month of the release date.
- Some preorders will be known best sellers. For those, purchase up to 3 copies immediately.

Report or Cart- Bestsellers: Create a new cart. The new cart should have the following label: "ABESTE" for Adult Best Sellers eBook, followed by the first three letters of the month, followed by the selector's initials.

Example: ABESTE SEP KW

Adult Best Sellers - New Titles and Preorders- Audiobooks

Percentage of Annual Budget: 8%

Schedule: Purchase during the second week of the month

Guidelines for Bestsellers:

- Purchase based on popular titles and authors.
- Purchase preorders within one month of the release date.
- Some preorders will be known best sellers. For those, purchase up to 3 copies immediately.

Report or Cart- Bestsellers: Create a new cart. The new cart should have the following label: "ABESTA" for Adult Best Sellers Audio, followed by the first three letters of the month, followed by the selector's initials.

Example: ABESTA SEP KW

Adult Fiction Genres (Non-Best Sellers)

Percentage of Annual Budget: 6.4%

Schedule: Purchase during the third week of the month

Guidelines:

- Purchase using the following criteria:
 - Contemporary significance, popular interest or permanent value.
 - Attention of critics and reviewers.
 - Prominence, authority, significance, and/or competence of author or creator.
 - A variety of represented genres.
 - Relation to existing collections, such as titles in a series.

Report or Cart: Create new cart, name with the following label: "AFIC" followed by the first three letters of the month, followed by the selector's initials.

Example: AFIC SEP KW

Adult Non-Fiction Genres (Non-Best Sellers)

Percentage of Annual Budget: 1.6%

Schedule: Purchase during the fourth week of the month

Guidelines:

- Purchase using the following criteria:
 - Contemporary significance, popular interest or permanent value.
 - Attention of critics and reviewers.
 - Prominence, authority, significance, and/or competence of author or creator.
 - Timeliness and accuracy of material including new editions of existing materials.
 - Relation to existing collections, such as titles in a series.
 - Statement of challenging, original, or alternative point of view.
 - Authenticity of historical, regional, or social setting.
 - A variety of represented genres

Report or Cart: Create new cart, name with the following label: "ANFIC" followed by the first three letters of the month, followed by the selector's initials.

Example: ANFIC SEP KW

Children & Young Adult

Percentage of Annual Budget: 10%

Schedule: Purchase during the third week of the month

Guidelines for Bestsellers:

- Purchase using the following criteria:
 - Popular titles and authors.
 - Contemporary significance, popular interest or permanent value.
 - Attention of critics and reviewers.
 - Prominence, authority, significance, and/or competence of author or creator.
 - Timeliness and accuracy of material including new editions of existing materials.
 - Relation to existing collections, such as titles in a series.
 - Statement of challenging, original, or alternative point of view.
 - Authenticity of historical, regional, or social setting.
 - A variety of represented genres
- Purchase for both audio and eBook.

Report or Cart:

Create a new cart. The new cart should have the following label: "JUV" for Juvenile and YA Best Sellers, followed by the first three letters of the month, followed by the selector's initials.

Example: JUV SEP KW