



2018 Selection Committee Guidelines

Budget

Total Budget: \$40,000 from Nov 2018 - March 2019; estimated \$81,000 from April 2019 - March 2020

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 & Title Replenishment
2. Holds Management & 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 & Title Replenishment- *Katie Jones and Deb Meyer will alternate weeks*

1st week of the month- Adult Best sellers- eBook- *Crystal Gates*

2nd week of the month- Adult Best sellers- Audiobook – *Ashley Graves*

3rd week of the month- Adult Non-bestsellers- Fiction – *Vanessa Adams*

3rd week of the month- Adult Non-bestsellers- Non-Fiction – *Ashley Burris*

4th week of the month- Children's & YA – *Jay Carter*

Category Guidelines

Hold Management

Percentage of Annual Budget: 50%

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 *Hold 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 KJ

Title Replenishment

Percentage of Annual Budget: Included with Holds Management budget

Schedule: Weekly

Guidelines for Metered Access:

- Review cart created by OverDrive. Titles in the cart will have 2 checkouts or fewer
- 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 KJ

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 3 copies immediately.

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

Example: ABESTE SEP KJ

Report or Cart-Preorders: Select using a running cart and separate out in an additional, new cart what should be purchased for that month. The new cart should have the following label: "APO" for Adult Preorders, followed by the first three letters of the month, followed by the selector's initials.

Example: APOE SEP KJ

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 3 copies immediately.

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

Example: ABESTA SEP KJ

Report or Cart- Preorders: Select using a running cart and separate out in an additional, new cart what should be purchased for that month. The new cart should have the following label: "APO" for Adult Preorders, followed by the first three letters of the month, followed by the selector's initials.

Example: APOA SEP KJ

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: None. 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 KJ

Adult Non-Fiction Genres (Non-Best Sellers)

Percentage of Annual Budget: 1.6%

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.
 - 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: None. 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 KJ

Children & Young Adult Best Sellers - New Titles and Preorders

Percentage of Annual Budget: 8%

Schedule: Purchase during the fourth week of the month

Guidelines for Bestsellers:

- Purchase based on popular titles and authors.
- Purchase for both audio and eBook.

Report or Cart:

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

Example: JYABEST SEP KJ

Guidelines for Preorders:

- Purchase based on popular titles and authors.
- Purchase for both audio and eBook.
- Some preorders will be known best sellers.

Report or Cart: Purchase using a running cart and separate out in an additional, new cart what should be purchased for that month. The new cart should have the following label: "JYAPO" for Juvenile and Young Adult Preorders, followed by the first three letters of the month, followed by the selector's initials.

Example: JYAPO SEP KJ

Children & Young Adult Fiction and Non-Fiction

Percentage of Annual Budget: 2%

Schedule: Purchase during the fourth week of the month

Guidelines:

- Have carts completed during the fourth week of the month.
- 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: None. Create new cart, name with the following label: "JYA" followed by the first two letters of the genre, the first three letters of the month, followed by the selector's initials.

Example: JYASP SEP KJ