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## 2021 Selection Committee Guidelines

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### Budget

**Total Budget:** \$131,000 est.

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 will be entered in the ADLC 2021 Selection Purchases Spreadsheet by Katie.

### Selector Responsibilities:

1. Holds Management
2. Title Replenishment
3. Adult Bestsellers- eBooks- fiction
  - a. New and popular titles
  - b. Preorders
4. Adult Bestsellers- eBooks- nonfiction
  - a. New and popular titles
  - b. Preorders
5. Adult Bestsellers- audiobooks- fiction
  - a. New and popular titles
  - b. Preorders
6. Adult Bestsellers- audiobooks- nonfiction
  - a. New and popular titles
  - b. Preorders
7. Children's and YA
  - a. New and popular titles
  - b. Preorders
  - c. eBooks (fiction & nonfiction)
  - d. audiobooks (fiction & nonfiction)

### Purchasing Schedule

**Weekly:** Holds Management, *Katie*

**1<sup>st</sup> week of the month:** Adult- eBook- fiction, *Hope*

**2<sup>nd</sup> week of the month:** Adult- audiobook- fiction, *Vanessa*

**1<sup>st</sup> or 2<sup>nd</sup> week of the month:** Children's & YA, *Ashley*

**3<sup>rd</sup> week of the month:** Adult- eBook- nonfiction, *Greg*

**4<sup>th</sup> week of the month:** Adult- audiobook- nonfiction, *Rene*

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

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# Category Guidelines

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## 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, the week number, and the selector's initials.

Example: HOLD SEP 1 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 - eBooks - Fiction

**Percentage of Annual Budget:** 20%

**Schedule:** Purchase during the first week of the month

**Guidelines for Bestsellers:**

- Purchase preorders within one month of the release date.
- Some preorders will be known best sellers. For those, purchase up to 3 copies immediately.
- 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.
  - Relation to existing collections, such as titles in a series.

- Statement of challenging, original, or alternative point of view.
- A variety of represented genres

**Report or Cart- Bestsellers:** Create a new cart. The new cart should have the following label: “EBFIC” for eBook fiction, followed by the first three letters of the month, followed by the selector’s initials.

Example: EBFIC SEP KW

## Adult Best Sellers - eBooks - Nonfiction

**Percentage of Annual Budget:** 5%

**Schedule:** Purchase during the third week of the month

**Guidelines for Bestsellers:**

- Purchase preorders within one month of the release date.
- Some preorders will be known best sellers. For those, purchase up to 2 copies immediately.
- 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.

**Report or Cart- Bestsellers:** Create a new cart. The new cart should have the following label: “EBNON” for eBook nonfiction, followed by the first three letters of the month, followed by the selector’s initials.

Example: EBNON SEP KW

## Adult Best Sellers – Audiobooks - Fiction

**Percentage of Annual Budget:** 12%

**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.
- 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.
  - Relation to existing collections, such as titles in a series.
  - Statement of challenging, original, or alternative point of view.
  - A variety of represented genres

**Report or Cart- Bestsellers:** Create a new cart. The new cart should have the following label: “AUFIC” for audiobook fiction, followed by the first three letters of the month, followed by the selector’s initials.

Example: AUFIC SEP KW

## Adult Best Sellers – Audiobooks - Nonfiction

**Percentage of Annual Budget:** 3%

**Schedule:** Purchase during the fourth week of the month

**Guidelines for Bestsellers:**

- Purchase preorders within one month of the release date.
- Some preorders will be known best sellers. For those, purchase up to 2 copies immediately.
- 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.

**Report or Cart- Bestsellers:** Create a new cart. The new cart should have the following label: “AUNON” for audiobook nonfiction, followed by the first three letters of the month, followed by the selector’s initials.

Example: AUNON SEP KW

## Children & Young Adult

**Percentage of Annual Budget:** 10%

**Schedule:** Purchase during the first or second 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