

WPLC Consortium Selection Guidelines 2020

General Consortium Selection Guidelines

- Selection and spending for the consortium should focus on bestsellers, preorders, holds, and Recommend to Library (RTL).
 - Use RTL as the basis for selection for titles that are not “known entities” or are older.
 - There is a required minimum of five recommendations for a title to be purchased.
- Any capped ebook titles will be limited to a two-week circulation. The limit will be reverted when a title no longer has 100 active holds and the consortium holds ratio is less than 5.
- Metered titles do not have a cap for number of licenses purchased.
- Metered titles that do not have holds are not repurchased.
- Purchase simultaneous use titles when available and fit the collection development policy.
- Carts to be purchased need to be labeled consistently and identify genre/type and selector and recorded in the [WPLC 2020 Selection Purchases Spreadsheet](#)
- Advantage selectors will not purchase copies of titles from publishers determined by the WPLC to be embargoed. As of Jan 2020, this includes MacMillan eBook frontlist titles.

WPLC Consortium Selection Categories

Adult Best Sellers - New Titles and Preorders

Number of Selectors: Four selectors. Two selectors per month, alternating months.

Annual Budget: \$200,000

Suggested Monthly Budget: \$16,666

Schedule: Purchase once a month by the 10th.

Guidelines for Bestsellers:

- Purchase based on popular titles and authors.
- Purchase for both audio and ebook.
- Capped at 100 copies per title for One Copy/One User (ebook only).

Report or Cart: Create a new cart. The new cart should have the following label: “ABEST” for Adult Best Sellers, followed by the first three letters of the month, followed by the selector’s initials.

Example: ABEST MAR SG

Guidelines for Preorders:

- Purchase based on popular titles and authors.
- Purchase for both audio and ebook.
- Purchase only within one month of the release date. Do not purchase titles that will be published in 2020.

Report or Cart: 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 Pre-Orders, followed by the first three letters of the month, followed by the selector’s initials.

Example: APO MAR SG

Children & Young Adult Best Sellers - New Titles and Preorders

Number of Selectors: Two selectors. Alternating months.

Annual Budget: \$16,000

Suggested Monthly Budget: \$1,333

Schedule: Purchase once a month by the 10th.

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 MAR SG

Guidelines for Preorders:

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

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 Pre-orders, followed by the first three letters of the month, followed by the selector's initials. Example: JYAPO MAR SG

Adult Recommend to Library (RTL) Audio

Number of Selectors: Four selectors. Alternating every month.

Annual Budget: \$47,520

Suggested Monthly Budget: \$3,960

Schedule: Purchase Monthly. Last Monday of the month.

Guidelines:

- Review cart created by OverDrive. Titles in the cart will have been recommended five times or more. Sort the cart by the number of holds requested column in descending order.
- Work through the cart from titles recommended the most downwards until monthly budget is encumbered. Remove unwanted titles.
- Ensure titles to purchase are within the WPLC Selection Policy. Ex. textbooks and study aids should not be purchased.
- Rename cart with the following label: "ARTL AUDIO" followed by the first three letters of the month, followed by the selector's initials. Example: ARTL AUDIO MAR SG

Report or Cart: Review cart created by OverDrive titled, *Adult AUDIO RTL*.

Adult Recommend to Library (RTL) Ebook

Number of Selectors: Four selectors. Alternating every month.

Annual Budget: \$31,680

Suggested Monthly Budget: \$2,640

Schedule: Purchase Monthly. Last Monday of the month.

Guidelines:

- Review cart created by OverDrive. Titles in the cart will have been recommended five times or more. Sort the cart by the number of holds requested column in descending order.

- Work through the cart from titles recommended the most downwards until monthly budget is encumbered. Remove unwanted titles.
- Ensure titles to purchase are within the WPLC Selection Policy. Ex. textbooks and study aids should not be purchased.
- Rename cart with the following label: “ARTL EBOOK” followed by the first three letters of the month, followed by the selector’s initials. Example: ARTL EBOOK MAR SG

Report or Cart: Review cart created by OverDrive titled, *Adult EBOOK RTL*.

Children and Young Adult Recommend to Library (RTL) Audio

Number of Selectors: Four selectors. Alternating every month.

Annual Budget: \$6480

Suggested Monthly Budget: \$540

Schedule: Purchase Monthly. Last Monday of the month.

Guidelines:

- Review cart created by OverDrive. Titles in the cart will have been recommended five times or more. Sort the cart by the number of holds requested column in descending order.
- Work through the cart from titles recommended the most downwards until monthly budget is encumbered. Remove unwanted titles.
- Ensure titles to purchase are within the WPLC Selection Policy. Ex. textbooks and study aids should not be purchased.
- Rename cart with the following label: “JYARTL AUDIO” followed by the first three letters of the month, followed by the selector’s initials. Example: JYARTL AUDIO MAR SG

Report or Cart: Review cart created by OverDrive titled, *Juv/YA Audio RTL*, cart type is RTL Manager.

Children and Young Adult Recommend to Library (RTL) Ebook

Number of Selectors: Four selectors. Alternating every month.

Annual Budget: \$4320

Suggested Monthly Budget: \$360

Schedule: Purchase Monthly. Last Monday of the month.

Guidelines:

- Review cart created by OverDrive. Titles in the cart will have been recommended five times or more. Sort the cart by the number of holds requested column in descending order.
- Work through the cart from titles recommended the most downwards until monthly budget is encumbered. Remove unwanted titles.
- Ensure titles to purchase are within the WPLC Selection Policy. Ex. textbooks and study aids should not be purchased.
- Rename cart with the following label: “JYARTL EBOOK” followed by the first three letters of the month, followed by the selector’s initials. Example: JYARTL EBOOK MAR SG

Report or Cart: Review cart created by OverDrive titled, *Juv/YA ebook RTL*, cart type is RTL Manager.

Adult Fiction Genres (Non-Best Sellers) - New Titles

Number of Selectors: Six selectors, one for each of the following genres:

- African-American Fiction

- Multicultural Fiction
- Mystery / Thriller
- Romance / Erotica
- Spanish Language
- Sci-Fi / Fantasy

Annual Budget: \$35,000

Suggested Monthly Budget: \$2,917 (Approx. \$486 per genre)

Schedule: Monitor and purchase as needed. This may be once a month or every other month.

Guidelines:

- Have carts completed by the 20th 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.
 - Relation to existing collections, such as titles in a series.
- Titles that are missing from a series and are unavailable from publishers should be submitted to project managers [here](#).

Report or Cart: None. Create new cart, name with the following label: “AFIC” followed by the first two letters of the genre, first three letters of the month, followed by the selector’s initials. Example: AFIC RO MAR SG

Adult Non-Fiction Genres (Non-Best Sellers) - New Titles

Number of Selectors: Eight selectors, one for each of the following areas:

- Cooking (Ebook)
- Gardening (Ebook)
- Health & Wellness (Ebook & Audio)
- History & Biography (Ebook & Audio)
- Hobbies - Crafting (Ebook)
- Parenting (Ebook & Audio)
- Spanish Language (Ebook & Audio)
- Spirituality/Religion (Ebook & Audio)

Annual Budget: \$35,000

Suggested Monthly Budget: \$2917 (Approx. \$364 per genre)

Schedule: Monitor and purchase as needed. This may be once or month or every other month.

Guidelines:

- Have carts completed by the 20th 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.

Report or Cart: None. Create new cart, name with the following label: "ANFIC" followed by the first two letters of the genre, the first three letters of the month, followed by the selector's initials. Example: ANFIC SP MAR SG

Children & Young Adult Fiction and Non-Fiction

Number of Selectors: Two selectors for the following areas:

- Emerging Readers
- GLBT Fiction and Non-fiction Interest
- Graphic Novels
- Multicultural Fiction and Non-fiction Interest
- Mystery/Thriller
- Sci-Fi / Fantasy
- Series
- Spanish Language

Annual Budget: \$16,000

Suggested Monthly Budget: \$1333 (Approx \$166 per genre)

Schedule: Monitor and purchase as needed

Guidelines:

- Have carts completed by the 20th 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.

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: JYA SP MAR SG

Simultaneous Use

Number of Selectors: Project Managers will review and purchase when available.

Annual Budget: \$20,000

Schedule: Project managers will monitor and purchase as simultaneous use collections become available.

Title Replenishment & Holds Management

Number of Selectors: NA - Automatic.

Annual Budget: \$635, 176

Schedule: Holds managers will run and be purchased weekly.

Budget

Total Budget: \$1,050,000

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 [WPLC 2020 Selection Purchases Spreadsheet](#).

Purchasing Schedule Overview

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Key CP = Consortium Purchases AP = Advantage Purchases				1	2	3
4	5 CP Holds AP RTL- anytime the rest of the month	6	7	8 AP Holds	9 CP Best Sellers/ Preorders- by the 10th	10
11	12 CP Holds AP Best Sellers- anytime the rest of the month	13	14	15 AP Holds	16	17
18	19 CP Holds	20 CP Genre- by the 20th	21	22 AP Holds	23	24
25	26 CP Holds CP RTL	27	28	29 AP Holds	30	31