

# WPLC Consortium Selection Guidelines 2021

## General Consortium Selection Guidelines

- Selection and spending for the consortium should focus on bestsellers, preorders, holds, series 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.
- 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 2021 Selection Purchases Spreadsheet](#)
- Advantage selectors will not purchase copies of titles from publishers determined by the WPLC to be embargoed should the occasion arise.

## WPLC Consortium Selection Categories

### Adult Best Sellers - New Titles and Preorders

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

**Annual Budget: \$240,000**

**Suggested Monthly Budget: \$20,000**

**Schedule:** Purchase once a month by the 10th.

#### **Guidelines for Bestsellers:**

- Purchase based on popular titles and authors.
- Purchase for both audio and ebook.
- Typically order between 2-10 copies of a bestseller to begin and then let Holds Managers pick up additional copies

**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.

**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: \$20000**

**Suggested Monthly Budget: \$1666**

**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:** Seven selectors, one for each of the following genres:

- Adult Series
- African-American Fiction
- Multicultural Fiction
- Mystery / Thriller
- Romance / Erotica

- Spanish Language
- Sci-Fi / Fantasy

**Annual Budget: \$40,824**

**Suggested Monthly Budget: \$3402 (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.

**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:** Nine 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)
- Politics (Ebook & Audio)
- Spanish Language (Ebook & Audio)
- Spirituality/Religion (Ebook & Audio)

**Annual Budget: \$35,400**

**Suggested Monthly Budget: \$2950 (Approx. \$364 or \$201 depending on 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: \$20,000**

**Suggested Monthly Budget: \$1666 (Approx \$208 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: \$30,000**

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

## Title Replenishment, Holds Management & Lucky Day

**Number of Selectors:** NA - Automatic.

**Annual Budget: \$807,758.40**

**Schedule:** Holds managers will run and be purchased weekly.

## Budget

**Total Budget: \$1,283,982.40**

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 2021 Selection Purchases Spreadsheet](#).

## Purchasing Schedule Overview

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>Key</b> 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