

## 2026 Selection Committee Guidelines

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### Budget

**Total Budget:** \$150,000

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. \$10,000 will be set aside for subscription packages. If the subscriptions are not purchased, this money will be distributed to the selectors to be spent on a bonus cart.

### Budget Tracking

For each cart created, the total amount will be entered in the ADLC 2026 Selection Purchases Spreadsheet by Katie. Katie will send out the budget sheet in her monthly email to the ADLC members.

### 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 Walton*

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

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

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

**3<sup>rd</sup> week of the month:** Adult- audiobook- nonfiction, *Megan James*

**4<sup>th</sup> week of the month:** Adult- eBook- nonfiction, *Babbetta Engle-Griffitts*

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

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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:** 16%

**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:** 4%

**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:** 16%

**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:** 4%

**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