Library2Go Selection Guidelines, updated July 2018

*Purpose*

To support the electronic reading needs and interests of British Columbians who live in the communities of the Library2Go consortia library systems (“member libraries” listed in Appendix I).

* To provide electronic access to popular fiction and non-fiction collections
* Nurture a life-long love of reading and the exploration of ideas
* Respect diversity and inclusion
* Uphold intellectual freedom

Selection Responsibility

The ultimate responsibility for the selection of all Library materials rests with the BC Libraries Cooperative’s Licensing Business Function Group, which in turn report to the BC Libraries Cooperative’s Board.

*Library2Go Consortia Selections Committee*

The Library2Go Consortia Selections Committee comprises volunteers from the Licensing Business Function Group who are responsible for the selection and maintenance of the Library2Go consortial collection.

The committee strives to have its selectors represent the diversity of libraries within British Columbia. Invitations are sent annually to member libraries for new representatives on the Library2Go Consortia Selections Committee.

*Selection Committee & Responsibilities*

The list of selectors, their selection responsibilities and their contact information is published on the BC Libraries Cooperative website. Consortial libraries can request content to be selected by contacting the Library2Go Selections Committee at licensing@bc.libraries.coop.

Each selector selects ebooks and downloadable audiobooks, or is responsible for maintaining an area of the overall collection. Selection is divided amongst committee members as follows:

* Adult Bestsellers
* Adult Mystery & Science Fiction / Fantasy
* Adult Literature, Romance/Erotica, & Non-Fiction
* Teens/YA [13 – 18 years-old]
* Children [0 – 12 years-old]
* Simultaneous Use Plans
* Holds Management
* Suggestions for purchase, Request to Libraries (patron-driven)
* Expiring titles & titles running out of checkouts (CKOs)
* Curated lists (marketing)
* MARC record maintenance

*Distribution of collection*

Selectors consider the following goals for the collection:

* Distribution of collection in terms of audience, fiction/nonfiction and format

|  |  |  |
| --- | --- | --- |
| **Audience** | **Fiction/Non-Fiction** | **Format** |
| 85% Adult | 85% Fic | 65% ebooks |
| 10% Children’s | 15% NFic | 35% e-audiobooks |
| 5% Teens |  |  |

* Selectors understand that selection is a balance of art and science. The above percentages are considered both with respect to the budget and with respect to the collection (i.e., 35% of budget spent on audiobooks is not the same as 35% of the collection being audiobooks).
* Approximate number of titles that can be purchased according to the format distribution percentage using $1,000USD budget per month as an example[[1]](#footnote-1):

|  |  |
| --- | --- |
| Distribution of **budget** by format: | |
| $750 ebooks | 24 ebooks |
| $250 e-audiobooks | 5 e-audiobooks |
| $1,000 total budget (USD) | 29 total items |

|  |  |
| --- | --- |
| Distribution of **collection** by format: | |
| $439 ebooks | 16 ebooks |
| $569 e-audiobooks | 9 e-audiobooks |
| $1,000 total budget (USD) | 25 total items |

The Library2Go Consortia Selections Committee reviews usage at least annually to determine genres/formats which perform best (e.g., top 35 genres). They then review whether the current selection allocations reflect actual usage, and adjust accordingly.

Selection Criteria

* Canadian, BC and local content
* Bestselling fiction
* Bestselling narrative non-fiction & biographies
* Good representation of genres
* Popular demand and current trends
* Attention of critics, reviewers, media and the public
* Awards and prizes
* Representation of cultural diversity
* Shorts, novellas & prequels
* Date of publication vs. date released on ebook
* Reports from OverDrive (e.g., top 200 titles not in library)

Aim to select mostly current content. Take into consideration price, lending model (one copy/one user, metered access, or cost per circ).

Select one copy of each title initially. Additional copies may be purchased based on holds management reports.

We have limited ability to retroactively select series backlists due to budget limitations. Where possible, selectors will consider adding all titles within a trilogy. For series larger than a trilogy, selectors use their discretion on a case-by-case basis, considering date, potential usage, price and whether the titles within the series are sequential or stand-alone.

Always available materials that are free of copyright (e.g., Project Gutenberg) are added to the collection as appropriate.

Self-published titles are subject to the criteria outlined above.

Selection Schedule & Practices

* Selection should be done once a month. A few exceptions:
  + Selection for bestseller titles is done biweekly.
  + Expiring titles/holds management is done biweekly.
  + Selection for simultaneous use plans is done at the end of the current license term (e.g., annually).
* Ebooks and e-audiobooks should be placed in separate carts for easier statistical analysis by format.
* Selectors select a single copy when the title is initially selected. Additional copies may be purchased based on holds management reports.
* Forthcoming titles should be placed in a new cart named for the selector, the month the title will be released and the format (e.g., “Jennifer May ebk”).
* The selector for bestseller titles reviews the Globe & Mail, New York Times, and Vancouver Sun International bestseller fiction and nonfiction lists to see which titles are available in OverDrive’s Marketplace. Aim to select available ebooks and e-audiobooks from each list that are not already in our collection, keeping in mind the selection criteria (e.g., maintaining a balance of Canadian, BC and local content).
* Simultaneous use (SU) titles are purchased as the current license ends. If more than one SU plan is licensed, the license start dates will be spread evenly throughout the year (e.g., new titles starting every 4 or 6 months). New titles are selected based on a thorough review of the how the previous year’s SU titles performed. At the end of each SU license, one copy of each title in the expiring SU license will be purchased for continued use. If the selector determines that the availability of SU titles is not appropriate to meet our criteria, the selector may choose to defer renewal or purchase of a new SU license until a later time.

Management of Holds & Expiring Metered Access titles

* Additional copies may be purchased based on the holds ratios (e.g., 5:1 for ebooks; 8:1 for downloadable audiobooks), but discretion is used with respect to the number of copies purchased.
* We may purchase up to 15 copies of a title currently licensed. Additional copies will only be purchased at the discretion of the selectors (e.g., based on price, continued popularity of title).
* Criteria used to determine whether to re-order: items with holds; items that appear to be maintaining popularity; usage in the past year; price.

Requests for Purchase

* Patrons submit title suggestions through Library2Go’s Request to Library feature[[2]](#footnote-2).
* Selectors consider adding the titles to the various collections if they fit within the general collection selection criteria listed above.
* Patrons have the option to put a hold on the title if it is selected. Patrons/librarians are not notified if their suggestion is not selected.
* Each patron is limited to 5 requests for purchase every 7 days. This limit is reviewed by the Library2Go Selections Team at least annually.

*Marketing*

Curated lists are used to feature certain parts of the collection on homepage carousels. The selector for curated lists creates and updates the curated lists on a regular basis (at least quarterly), aiming to have 2-3 current curated lists available at any time.

Reporting on Use & Weeding

Every six months, we weed expired titles that have been expired for 6 months or more with no outstanding holds. We send out a spreadsheet of deletions and libraries can use this spreadsheet to delete the relevant MARC records from their ILS. Advantage libraries will need to review the lists to determine if they hold an advantage copy of any of the deleted titles.

From time to time, we do weeding projects focused on specific parts of the collection[[3]](#footnote-3).

We currently don’t do any other regular weeding of the collection due to limited time/resources for this task. If/When the Library2Go Selections team starts a practice to weed the collection, they would review their area annually for titles to be weeded using the ebook guidelines outlined in CREW: A Weeding Manual for Modern Libraries.[[4]](#footnote-4) A list of the deleted weeded titles would be shared with member libraries.

Reconsideration of Library Materials

Patrons or librarians can request reconsideration of library materials by contacting the Library2Go Selections team at licensing@bc.libraries.coop. Titles requested for reconsideration will be reviewed by the Library2Go Selections Committee.

Reporting & Accountability to the LBFG and the Consortia Libraries

Analyse usage (e.g., circs; $ spent; holds manager). Review distribution of collection (e.g., does usage correspond with spending?).

Report annually to member libraries:

* State of budget
* Use of collection [rising, falling]
* Any concerns
* New developments in Overdrive
* Upcoming events [new carousels, Big Library Read]

Make recommendations with several options for the coming year’s budget for member libraries to vote. Include

* a cost-savings option;
* an analysis of impact of keeping the budget at the same level (e.g., ability to select more/fewer titles based on pricing, USD, etc.)
* an enhanced option to meet ideal service levels

*MARC Records*

MARC records are received from OCLC. All new titles ordered will receive a MARC record. These records are received centrally at the Coop as orders are placed. The MARC record files are sent out by email to all libraries who are interested in receiving MARC records for Library2Go. A complete record of all OverDrive MARC files from OCLC is kept in a centralised location administered by the Coop. It is up to individual member libraries to load the MARC records into their ILS.

We currently do not have processes in place to ensure we receive MARC records for all titles ordered.

*Consortial Role versus Advantage Collections*

The Library2Go Consortia Selections Committee aims to build a collection with breadth of content.

The Library2Go Consortia Selections Committee selects ebooks and downloadable audiobooks for the consortial Library2Go collection[[5]](#footnote-5).

Each member library system has the option of selecting additional titles, copies and/or formats out of their own budget through an Advantage collection. Consortial libraries can use their Advantage collections to manage their own patrons’ holds to the holds ratio of their choice.

# Appendix I: Member Libraries for Library2Go Consortial Collection

|  |  |
| --- | --- |
| Alert Bay Public Library Beaver Valley Public Library Bowen Island Public Library Burns Lake Public Library Cariboo Regional District Library Castlegar & District Public Library Chetwynd Public Library Cranbrook Public Library Creston Public Library Dawson Creek Municipal Public Library Elkford Public Library Fernie Public Library Fort Nelson Public Library Fort St. James Public Library Fort St. John Public Library Fraser Lake Public Library Gibsons & District Public Library Grand Forks & District Public Library Granisle Public Library Greenwood Public Library Hazelton District Public Library Houston Public Library Hudson's Hope Public Library Invermere Public Library Kaslo & District Public Library Kimberley Public Library Kitimat Public Library Lillooet Area Public Library Mackenzie Public Library McBride & District Public Library Midway Public Library | Nakusp Public Library  Nelson Municipal Library New Westminster Public Library North Vancouver District Public Library Pemberton & District Public Library Pender Island Public Library Penticton Public Library Port Moody Public Library Pouce Coupe Public Library Powell River Public Library Prince George Public Library Prince Rupert Library Radium Hot Springs Public Library  Rossland Public Library Salmo Public Library Salt Spring Island Public Library Sechelt Public Library Smithers Public Library Sparwood Public Library Squamish Public Library Stewart Public Library Taylor Public Library Terrace Public Library Thompson-Nicola Regional District Library System Trail & District Public Library Tumbler Ridge Public Library Valemount Public Library Vanderhoof Public Library West Vancouver Memorial Library Whistler Public Library |

1. Based on 2017 average cost of $27 for ebooks and $65 for e-audiobooks. [↑](#footnote-ref-1)
2. The Request to Library feature was turned on in spring 2016 based on feedback from member libraries. [↑](#footnote-ref-2)
3. In December 2017, we weeded PDFs that hadn’t circulated since 2016. [↑](#footnote-ref-3)
4. <https://www.tsl.texas.gov/ld/pubs/crew/index.html> [↑](#footnote-ref-4)
5. In fall 2015, Library2Go member libraries voted to purchase only ebook and e-audiobook formats for the consortial Library2Go collection. Advantage libraries can choose to purchase video content. [↑](#footnote-ref-5)