



Upper Hunter
Library Network

Stock Selection Profile

Collection Development

Adopted June 2016

Introduction

Selection profiling aims to provide selection guidelines appropriate to a public library service across a wide range of subjects and genres to satisfy community expectations and needs. These profiles have been written across a set of collection areas which define the criteria involved in the selection process and identify key customer drivers. The profiles are reviewed on a regular basis in order to predict and respond to local need.

The established range of criteria included in the profiles is: subject area range, format and price.

See [Collection Development Policy](#).

Guiding Principles

2.1 Stock Selection

The UHLN purchase significant and seminal works across a broad range of subjects, but do not aim to collect comprehensively across all areas. Collections are tailored to meet customer needs and expectations through purchase of core and popular material.

These needs and expectations are determined through a range of measures including:

- Customer requests
- Targeted surveying
- Community involvement in selection
- Circulation Analysis

2.2 Budget Allocation Guidance

Allocation is to be made in accordance with the specifications outlined in the UHLN Agreement, with the view to equal distribution across the year insofar as possible.

2.3 Borrower Stock Suggestions

Whilst it is anticipated that the significant majority of purchasing is through regular staff selection of items using profiles, the UHLN encourages borrower's stock suggestions as an integral focus on a customer-driven collection. These requests are reviewed by the Technical Services Librarian and orders for approved requests are placed online.

2.4 Standing Orders

A master standing order list is used by UHLN with an annual review carried out by the Technical Services Librarian.

2.5 Major Drivers of Demand

Anticipation of demand through:

- What's topical in bookshops/popular culture
- Cinema, theatre, performing arts
- Local and National radio and television
- Author visits
- Press and Media
- Major sporting events, eg. the Olympics
- NSW curriculum requirements
- Local arts festivals and events

Selection Profiles by Collection

Adult Non-Fiction

General Guidelines

Whilst the internet has had an impact on non-fiction usage and borrowings, there is a continued demand for general information in popular subject areas, and a responsibility for libraries to provide hard copy material to support intellectual, educational, cultural and recreational pursuits. It is also essential that we maintain up-to-date core collections of subject material to meet customer needs.

Format

Large percentage of trade paperbacks unless in hardback only. Attractiveness of material is important.

Publishers

Reputable local and international publishers such as ABC, Allen & Unwin, BBC, DK, Heinemann, Lothian, Lonely Planet, Penguin, University of Melbourne Press etc.

Price

Purchases over \$60 must have approval by the Technical Services Librarian.

Review Sources

- Sydney Morning Herald, The Australian, Sunday Telegraph, Sun-Herald, Australian Bookseller and Publisher, Good Reading magazine
- Specialist Journals – eg. Computing magazines at lay person level, New Scientist, Library Journal, New York Review of Books, New Yorker
- Book Shop Lists

Priority Subject Areas

The trend for non-fiction collection development is a focus on recreational, leisurely pursuits and lifelong learning, however it is necessary to maintain a balanced collection based on borrower needs and demands. Australian publications are preferred where possible.

- Animal husbandry
- Craft and do-it-yourself
- Cookery
- Childcare, parenting and childbirth
- True crime – in particular Australian cases
- Pets – all types
- Sport
- Travel and travel guides
- Finance
- Computing and technology including software guides and how-to
- Major sciences – ecology, environment and geography
- Language material (eg. learning to speak)
- Literature – award winning
- Art, drawing and photography

- Architecture and house design

Australian and NSW content preferred for:

- Gardening
- Home renovation
- Finance including investments/shares
- Environment/sustainability
- Health
- Legal Issues
- Politics
- History

Exclusions

Unless otherwise specified by customer demand exclude material on the basis of:

- Size – too small or too large
- Spiral bound editions
- Self-published, poorly produced, unless it fulfils other criteria
- Superseded editions
- Books that require readers to fill in blanks, eg. workbooks
- Textbooks (eg. TAFE or University) unless suitable for general public
- Local History
- Books with accessories

Reference

General Guidelines

Greater reliance on the internet as a means of research and an increasing awareness of online databases to provide information has impacted on the use of the physical reference collection. There continues to be a responsibility of the library to provide a core collection of reference material. Library patrons and in particular students need to be able to have access to material on specific subject areas at all times. Whilst this downward trend in physical reference usage continues the collection will be balanced with the further development of the electronic format.

There is a strong need to provide the most up-to-date information available on certain subjects. These include: health and medicine and law. Quite often these books will be too expensive to be purchased for the adult non-fiction budget.

Price

Must have approval by Technical Services Librarian if over \$80.

Priority Subject Areas

There is a noticeable trend in what subject areas are used by library patrons. Although there are no circulation statistics to support this, daily pick-ups and tidying of shelves and requests for purchasing indicate greater demand for certain areas of the reference collection:

- Legal, particularly Australian publications and items on LIAC list
- Medical
- General dictionaries
- Sciences
- Atlases
- Botanical
- Animal Husbandry

Adult Fiction

General Guidelines

The UHLN aims to maintain a balanced and broad fiction collection encompassing all genres and demographics.

The UHLN recognises the need to revise the collection mix to reflect an up-ward trend in fiction usage.

Price

Must have approval by Technical Services Librarian if over \$40.

Key Media Sources

- Newspapers – reviews in local and regional newspapers
- Periodicals – reviews in Good Reading Magazine and popular magazines (e.g. Australian Women's Weekly)
- Publishers Tools – Australian Bookseller and Publisher
- Bestseller/Booklists – from major bookstores
- Other Media – books reviewed on radio and television shows.

Priorities

Priority areas for adult fiction purchasing include:

- Australian Authors
- Award winning/Short Listed literature
- Bestsellers

Other areas of interest for purchasing can be advised by branch profiles. The following categories are to be considered.

- Chick Lit.
- Emerging Authors
- Factual Fiction
- Family Sagas
- Historical fiction
- Horror
- Humorous
- Indigenous
- Literary fiction
- Movie tie-ins
- Mystery/Crime
- Romance
- Sci Fi/Fantasy
- Short Stories
- Thriller/ Adventure
- Westerns

Awards

Shortlisted titles of the following awards:

- Man Booker
- Miles Franklin

- Premiers literary award
- Orange Prize
- Pulitzer Prize
- Nobel

Format

Trade paperbacks preferred if published within one month of hardback (with exception of best sellers, where trade paperback is preferred only if it is published at the same time as the hardback version).

Exclusions

Self published titles unless high media profile

Large Print

General Guidelines

Scope should include Australian, British and American Publications.

Price

Must have approval by Technical Services Librarian if over \$60.

Priorities

- Australian Authors
- Bestsellers
- Biographies
- Chick Lit.
- Factual fiction
- Family sagas
- Historical fiction
- Horror
- Humorous
- Literary Fiction
- Mystery/Crime
- Popular classics
- Romance
- Thriller/Adventure
- Westerns

Format

Trade paperback preferred if published simultaneously with hardback.

Exclusions

Non-fiction titles that cover obscure subjects/biographies (usually heavily US or British bias).

Talking Books

General Guidelines

The aim is to maintain a balanced and broad audio collection encompassing all genres and demographics, including non-fiction titles. Wider demand for this material is increasing as people discover audio book in a downloadable format.

This collection will be balanced with downloadable audio content available from Wavesound.

A broad range of users from school students, long-haul truck drivers and the elderly use this material. Un-bridged editions are preferred and BBC dramatized editions can be purchased.

Children's Audio

Selection should have a focus on high circulating fiction authors and series with follow ship. A representation of short stories and poetry should be maintained. No non-fiction items.

Young Adult's Audio

Emphasis should be on high profile authors and series with follow ship.

Adult's Audio

The Adult audio collection should be a broader collection including physical items covering authors and titles with a high profile and a broader downloadable collection. The collection should attempt to include:

- Australian Authors
- Bestsellers
- Chick lit.
- Factual fiction
- Family Sagas
- Historical fiction
- Horror

Non-fiction titles accepted where topics include learning practical skills such as learning languages or biographies.

Format

A collection shift towards a broader collection of downloadable audio formats and establishment of niche 'popular' collection in physical formats. Physical items in CD and MP3 format only.

Price

Purchases over \$130 must have approval by the Technical Services Librarian.

Exclusions

Non-fiction titles that cover obscure subjects.

Children's Non-Fiction

General Guidelines

The Children's Non-Fiction collection aims to meet both the recreational non-fiction needs of children as well as the study or research needs of students whose readership level is below that of the regular non-fiction collection.

There is a need for the greater development of non-fiction collections for the early reader (kindergarten/early primary level) and reluctant readers. Subject areas for the early reader should focus on simple non-fiction material on truck, dinosaurs, cars, animals, pets etc.

Format

Large percentage of trade paperbacks unless in hardback only.

Price

Purchases over \$30 must have approval by the Technical Services Librarian.

Review Sources

- Film and Television
- Bookstores lists
- Junior Magazine publications

Priority Subject Areas

The trend for this collection is a focus on recreational, leisurely pursuits, however it is necessary to maintain a balanced collection based on borrower needs and demands. There is a need for various age and reading levels in areas such as:

- Living things – animals, plants, human body
- Sports
- The wider world – countries, history, geography, culture, food, general information
- Machines – cars, trucks, trains
- Art, drawing and crafts – styles, practical how-to
- History – dinosaurs, horrible histories etc.
- Major sciences

Exclusions

Unless otherwise specified by customer demand exclude material on the basis of:

- Size – too small or too large
- Spiral bound editions
- Self-published, poorly produced, unless it fulfils other criteria
- Superseded editions
- Books that require readers to fill in blanks, eg. workbooks
- Textbooks and study materials
- Books with accessories

Picture Books and Easy Readers

General Guidelines

There is a heavy demand placed upon the picture book/easy reader collection and this places the priority for maintaining currency and stock condition. Particular emphasis needs to be directed to acquiring easy readers books and board books for babies and toddlers, as well as replenishing the collections with old favourites and popular new titles.

- Priority is given to Australian authors/illustrators and quality literature from Australia and overseas.
- Prefer picture books not to be too “wordy” or hugely text based.

The following formats will not be accepted unless specifically designated with in the specification:

- ‘pop-ups’
- Cloth/material books
- Books with attachments
- Pocket sized paperbacks
- ‘big books’

Board books with limited text are extremely popular. Include books suitable for very early age e.g. – shapes for newborns.

Price

Purchases over \$40.00 must have approval by the Technical Services Librarian.

Book Awards

Short listed titles for all significant awards to be included e.g. Children’s Book week awards and Kids Own Australian Literature Awards.

Children's Fiction

General Guidelines

The children's fiction collection continues to be popular. This collection includes novels and series aimed at children in primary school – generally aged 5-11 years. It also includes more sophisticated chapter books.

Format

Paperback preferred if published at same time as hardback. Hardback is accepted if part of a popular series where the reader will not be willing to wait too long for the paperback edition to be published.

Priority is for high-circulating Australian material and especially high media profile. Genres include:

- Witches, ghosts, fairies etc.
- Humour
- Mystery
- Animal/Pet Stories
- Science Fiction/Fantasy
- Adventure
- School stories
- Television show/Movie tie-ins
- Classic children's books
- Sports chapter books

Price

Purchases over \$30 must have approval by the Technical Services Librarian.

Key Media Sources

- Film/television
- Reviews
- Magpies
- Reading time
- Bookstore lists
- Junior serial publications

Young Adult Fiction

General Guidelines

The demand for young adult fiction appears to be increasing, and alternate formats such as graphic novels and comics are proving attractive to the young adult audience. This collection includes novels aimed at secondary school students and titles more advanced than those in the children's fiction area.

Priority is for high circulating Australian and international material and especially high media profile.

Format

Paperback preferred if published at same time as hardcover. Hardback is accepted if part of a popular series where the reader will not be willing to wait too long for the paperback edition to be published.

Graphic novel items will be monitored with a view to correctly targeting users with age appropriate material. There is a need for a broad range that includes Manga as well as comic style, e.g. batman etc.

Picture books with content for older readers will be included within the graphic novel collection.

Price

Must have approval by Technical Services Librarian if over \$30.

Book Awards

Short listed titles for all significant awards to be included e.g. Children's book week

Key Media Sources

- Film and Television
- Reviews
- Bookstore lists
- Teen serials

Music Collection

General Guidelines

The aim is to make accessible a balanced and broad collection of music to the community in the appropriate format.

Selecting for Children's Collection

The demand for children's music CD's is increasing. The library will purchase primarily Australian content with a selection of children's world music. The collection will target the early childhood and preschool aged groups. ABC children's products and other high profile children's groups will be represented in this collection.

Priority areas for the children's collection include:

- ABC children's CDs
- BBC Children's CDs
- Baby nursery rhymes and songs

Selecting for Adult Collection

A mix of music to be supplied. MA CDs are acceptable if they fit into the popular charting category and carry the appropriate warning labels. CDs that are overtly racist or discriminating will not be accepted, e.g. Nazi rock etc. where it is known to be the content.

Priority areas for the adult collection includes:

- Pop/Rock
- Classical Chart
- Alternative Chart
- Relaxation
- Jazz
- World Music
- Blues
- Country and Western
- Alternative

Price

Purchases over \$40 must have approval by the Technical Services Librarian.

DVD Collection

General Guidelines

The UHLN will make accessible a general collection of DVDs to the community. Approximately 60% of the budget should cover material suitable for a general audience and 40% for children. No Blu ray discs to be selected.

Price

Must approval from Technical Services Librarian if over \$40 for single DVD or \$80 for a boxed set.

Selecting for Children's collection

All items selected for the Children's collection will have a G-Rating.

- Disney Animated features and family films
- Family movies
- Children's series, e.g. ABC/BBC television series
- Animated cartoons and anime

Selecting for General Collection

All items selected for the general collection must have an Australian Film Classification.

Priorities include:

- Based on book or play, e.g. Brokeback mountain
- A 'Best Film' award winner or nominee, e.g. Cannes, Oscars etc
- A notable Australian film
- Award winning foreign films (with English language sub-titles)
- HSC tie-ins

This collection will include:

- Classic films from all periods
- Televisions series ABC/BBC/SBS
- Documentaries covering wide range of topics
- Instructional films, travel guides and how to etc.
- Music DVDs from popular genres eg. Opera, pop, jazz/blues etc.

Rating

Alert for R rating. Any title rated R must be approved by Technical Services Librarian.

Serials

General Guidelines

This collection aims to provide an up-to-date range of serials for loan with an emphasis on newspapers and serials published within the Upper Hunter Region, as well as Australian material.

This collection should contain titles whose subject material is of general interest, focusing on current affairs and other issues of interest to Australians. Local and national newspapers are included in this collection.

Recent years has seen a downward trend in loans and digital titles have been purchased as a response. Digital titles should have a strong emphasis on Australian content with popular areas of lifestyle, travel, health, hobby and family publications.

Priorities

Priority areas for serial purchasing include:

- Local publication or content
- Lifestyle
- Travel
- Health
- Family
- Hobby, e.g. craft etc.

Exclusions

Exclude most overseas publications in favour of local or Australian content.

Junior Literacy

General Guidelines

This collection caters for readers who require further extension of their reading skills prior to reading junior or young adult fiction material. It also caters for children who are reluctant readers or have reading difficulties due to disability.

This collection includes chapter books of short to medium length which include pictures and straight-forward text. Series specifically designed with reading level indicators.

Format

Paperback preferred.

Price

Purchases over \$30 must have approval of Technical Services Librarian.

Priority Subject Areas

Priority areas for this collection include:

- Literary merit
- Australian titles

