

## **DUNEDIN PUBLIC LIBRARIES**

### **HOT PICKS COLLECTION POLICY 2016**

#### **SCOPE**

This policy covers Hot Picks collections across the Dunedin Public Libraries network.

#### **1. Collection Scope**

The collection provides books and magazines in print, and audio visual items in CD, Blu-ray and DVD format. The size of the collections is monitored by the Collection Development Team Leader, the Audio Visual collection specialist and the community librarians.

#### **2. Collection Purpose**

Every item in the Hot Picks collection is expected to generate enough revenue to at least pay for itself (generally within six months), while the collection as a whole is expected to meet budget targets.

Items in the Hot Picks Collection are expected to show a high turnover (2-4 issues per month) and cannot be reserved.

The collection should offer customers excellent value for money compared with the much higher cost of purchasing the item.

In general all items in this collection are duplicated in other lending collections which enable holds.

'Undiscovered' items with the potential to become high interest may be tested in the collection.

The collection is expected to enhance choice and convenience for customers, especially those with little time to browse, by allowing them to select a currently popular item without having to search the shelves or wait in a holds queue.

#### **3. History**

A Bestsellers collection was introduced in 1996 as a duplicate collection of popular, high demand items. Initially only books were offered, and magazines were added in 1998. A customer survey in 2007 indicated that customers were interested in a broader range of formats and DVDs were introduced at that time. Blu-rays were added in 2012 and CDs in 2014. In view of the expanded range of materials, refocused objectives and expanded range of locations, the Bestsellers Collection has been rebranded as a Hot Picks Collection.

#### **4. Description of Collection**

The collection contains books, magazines, CDs, Blu-rays and DVDs. Children's Blu-rays and DVDs are included.

#### **5. Housing**

Hot Picks are housed in prominent positions near the entrances of the community libraries, and on the Ground Floor of the City Library or in other City Library locations where visibility is considered high. In order to enhance the attraction of this collection, sufficient shelf space is allowed for items to be displayed facing outwards.

#### **6. Valuation**

Valuation for insurance purposes is revised regularly. Lending collections are depreciated at the rate of 20% of the purchase price over five years.

## **7. Collection Management**

Hot Picks are managed by the collection specialists and monitored by the Collection Development Team Leader.

### **7.1. Selection Tools**

- Suggestions from the Collection Development Team
- Onsite visits to local book and record shops
- System Purchase Alerts
- Trade, library, general, and special interest magazines – print and online
- Publishers' and booksellers' catalogues – print and online
- Publisher's websites
- Online newsletters e.g. Booksellers' Brief
- New Zealand National Bibliography

### **7.2. Selection Guidelines**

It is imperative that the Hot Picks shelves always look fresh, current, and varied. The Collection Development Team Leader monitors the issue statistics regularly, withdrawing non performing items when necessary.

The Hot Picks Collection Specialist constantly monitors the market to be aware of current tastes, trends, and heavily promoted items (in the media).

Other Collection Specialists are expected to assist by suggesting titles which they predict would meet the collection's aims.

Because the collection must always be well stocked with current items, the collection specialist may visit local bookshops or record shops regularly to view and purchase new titles. Efforts are made for new titles to be added to the collection within two days of their appearing on the shelves of local shops.

All items in the Hot Picks Collection should be in excellent condition and where condition has been compromised a replacement copy should be purchased if demand still warrants the item's place in the collection.

### **7.3. Deselection**

In order that the Hot Picks shelves always look fresh, current, and varied, the Collection Development Team Leader monitors the issue statistics regularly and items are withdrawn from the collection when their peak of popularity and condition has passed.

## **8. Formats**

Materials are chosen in a variety of formats, including printed books, magazines and audiovisual items.

Items should range from light reading/viewing and popular listening to more intellectually demanding works with some material appealing to younger patrons where demand is exceptional.

## **9. Acquisition and Purchasing**

An annual budget is allocated for this collection with resulting revenue expected to at least match this budget. The financial performance and usage of the Hot Picks Collection will be evaluated at least annually to ensure that the collection objectives are met.

The rental charges for Hot Picks items will be set as part of the Annual Plan Process.

## **10. Standing Orders**

Not applicable

**11. Donations**

Not applicable

**12. Preservation and Repair**

Items in the Hot Picks Collection are processed with removable labels so that they can easily be re-processed to enter other lower rental or free collections.

**13. Review**

This policy will be reviewed within five years.

Endorsed by the Senior Management Team, 2016