

1. Stickers on materials—done to assist with shelving, and somewhat to help customers find and access materials - yes
2. Ematerials—how does access to these work? Different from resource to resource; vendor makes choice of placement and description and library staff cannot edit. Hoopla and Kanopy are cost per circ models, so they provide a large collection and PRL pays for circulations as they occur. There is no individual selection of titles. For OverDrive, selectors individually select titles, but have little to no control how those titles are displayed on the OverDrive site or Libby app. Ie: OverDrive applies subject headings and audience levels it has and those determine where titles are displayed. OverDrive does also provide free collections from time-to-time.
3. Weeding questions—weeding is part of managing the collection to help keep materials circulating; limited shelf space; full shelves limit velocity as well as display space - yes
4. Who are our library staff managing the collections – 2 full-time librarians, 1 part-time librarian, 1 full-time paraprofessional
5. Are books ordered individually or in carts—IE, does the library purchase a group of books on a topic in a single cart. Library staff review each item individually for purchase – we receive carts from our vendors of titles that have high interest/demand/popularity. Some arrive according to subjects, some are more generic. Vendor uses reviews, sales, popularity of topic/publisher/author. PRL selectors then review the titles individually and select the ones they want to purchase for the collection. Examples of adult carts: high-demand, urban fiction, inspirational fiction, antiques, gardening, etc. Youth carts that are available are generally age or format-based, ie: teens, picture books, graphic novels, etc.
6. How does the request process work? Customers complete an online form, staff review the request by reviewing the material requested and the library’s existing collection to make a determination. If ordered, the title is placed on hold for the requesting patron. If not purchased, the patron is notified by their local branch. 65-70% of requests are filled. The remaining percentage has a variety of reasons for not being purchased: age, out of print, incorrect or superseded information, low popularity/interest from historical circulation numbers, etc. If request is denied, selectors offer the possibility of ILL and borrowing the title from another library on the patron’s behalf.
7. # of titles purchased per year—approx. 20,000 – unknown, per Monthly stats share, 7860 titles added in FY22, 17k volumes. Spot checking the data and this is unlikely to be accurate.
8. Questions about placement—items are placed in existing library collections based on intended audience of the material; by branch depending on other materials the library owns and use of those materials at the branch location. Audience placement determined at time of purchase and is based on reviews and intended audience as reported by publisher and vendor. If there appears to be a mismatch between reviews and summaries, selector will flag and review the item in hand before final decision.

Distribution amongst branches – selectors use a distribution sheet that was created with the following in mind: circulation of branch, location of branch (which county and location within the Pamunkey region, ie: west, central, and east), and space at the branch. Selectors can and will adjust distribution if, for

example, they notice a particular author has ended up at one branch or in one region too many times in comparison to other branches and regions.

9. What not to purchase- We do not have a list of topics or authors that we do not purchase – all titles are reviewed and considered in their own context and as a whole title. We endeavor to purchase titles that provide accurate information or present a different opinion on a subject.

10. Discarded materials- pull lists are run monthly for various parts of the collection, starting with items that have been in the collection for a certain period of time and have not circulated for a certain period of time. Goal is for every collection to be reviewed quarterly for non-circulating items. Generally, 2-3 years old and no circ for 2-3 years. Weeds are system-wide. Branch or collection-specific weeds occur at branch manager request due to space concerns. Items will be rotated if part of a subject that we don't have much material in, or potentially out of print. Ex: Hanover County books (not many published and what has been published is mostly out of print, so endeavor to keep all regardless of circulation.) Weeded materials are given to branch Friends groups for sale, or sent to Thrift Books for sale and/or disposal.