



# Library – suggestions for purchase and local author submission guidelines

## Suggestions for purchase

The City of Gosnells libraries provide an opportunity to all current library members and staff to suggest purchases of library items to be added to the library collections. Suggestions for purchase can be submitted through the [City of Gosnells library web page](#). Each suggestion is reviewed and given highest priority for inclusion in the collection if it meets the selection criteria. All materials considered for purchase need to support the broad interest of the City of Gosnells community, relevance to the library collections and within budget.

### General guidelines

Customers are first encouraged to request titles that are not currently held in the library. The library preference is to buy soft cover books and DVDs rated by Australian Classification Board. The library has an “electronic first” policy for requests to purchase periodicals. Nonfiction books without recent publication dates will not be considered for purchase.

### Selection criteria

#### Fiction books

- Items published in the last 2 years (including reissues)
- Item is in print and readily available from library suppliers
- Items published more than two years are not purchased unless, they are deemed to be of high interest to other customers and likely to be used or fill a gap in the existing stock or part of a series and providing they are still in print.
- Items to the value of \$100 or less.

#### Nonfiction

- Items published in the last year, particularly biographies, cooking, psychology, health and family books that have general and broad appeal and popular.
- Some titles older than a year may be purchased if there is evidence that the purchase would fill subject gaps in the collections.
- Items older than 2 years and have broader appeal could be purchased as an eBook format on the Libby or BorrowBox platforms.



- Items to the value of \$100 or less.

## DVDs

- Items released in the last 2 years (including rereleases)
- Items released more than two years are only purchased, if they are deemed to be of high interest or fill a gap in a series.

## Items that can't be purchased

- Textbooks, workbooks and other teaching and research materials
- Expensive and rare items
- DVDs not classified by the Australian Classification Board
- Items prohibited by law such as pornography
- Outdated materials and formats such as cassettes, VHS and CDs
- Ephemeral materials such as maps, toys and globes
- Pre-publication titles

## Author submission – Independently published local authors

Local authors are welcome to suggest their published books for inclusion into the City of Gosnells libraries collections. The City of Gosnells libraries may purchase items independently published by local authors if the item/s are professionally reviewed, printed and bound. To register an interest to include a published book into the library's collections, local authors must submit an [online request](#) form via the library web page. The library uses the general library selection criteria to include items independently published by local author to the library collections. these include but not limited to:

- written in English
- The author must reside at the City of Gosnells
- physical suitability and format for library use
- quality content and presentation
- relevance to the needs and wants of the City of Gosnells community
- item must be published in the current calendar year
- the library only accepts one copy of a title

The same policy applies to local authors who want to donate their published works for inclusion into the City Gosnells library collections.