

Suggestion for Purchase Guide

Updated: 01/04/2026

ECM #: 8408338

Purpose

To provide a formal and organised way for library customers to recommend new materials that they believe should be added to the library's collection, and to establish a clear and fair process for library staff for evaluating and acting on suggestions.

Customer Request

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. A limit of three active purchase request suggestions per customer.

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.

Non-Fiction Books

- 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.

Non-Books

- 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