

## Resource Sheet

### Selecting, curating and acquiring books for a library

#### Selection goals

- Books that introduce members (to and), inspire and challenge them with new authors, voices, perspectives and genres
- Books that give members reason, as well as the skills and confidence to:
  - think for themselves
  - feel assured about their place in the world and their community
  - engage with their peers and community, and
  - think critically
  - open a window to think more
- Content that's both of current interest and lasting value
- Content that talks of diversity, inclusion
- Books that meet members' recreational reading requirements
- Books that align with the library's standards and policies

#### Initial considerations

- Library collection goals and policies
- Budget
- Study and analysis of the existing collection; identify gaps and additional requirements
- Replacement of existing titles: titles lost or damaged
- Query for specific subject, books by children

#### Identify responsibilities

- Librarians
- Staff
- Members
- Volunteers/Activists
- Managing donations and gifts
- Develop systems and processes (dedicated folders and spreadsheets) to keep track of and accept suggestions and recommendations

## Selection criteria

- **Current list:** Books that aren't already part of the collection
- **Reader profiles:** books that meet the requirements of individual members or member groups
- **Curation:** identifying themes/genres that need greater representation; building specific lists
- **Priorities:** assess and identify immediate priorities based on gaps in the collection and member requirements, and library goals
- **Priorities with language:** See the language requirement in a multilingual environment, decide priority according to language need.
- **Relevance:** interests of members, costs, in line with library goals
- **Appropriate:** reading level, age, social and emotional development, interest level, suitable text and illustrations, readability
- **Content:** inclusive and diverse voices, a range of perspectives, underrepresented voices, respectful of gender, disability, environment, social issues, ethnicity, caste, class and culture
- **Quality:** looks appealing; high quality illustrations, durable, quality of paper
- **Information and source:** accurate, unbiased information; objectivity, clarity, originality, author credibility and background check
- **Updated edition:** Specifically with science, informative books check the latest edition, year of publication.
- **Author, publisher list:** List of author, publisher whom you can trust

## Research and selection

- Print and media sources; publisher lists
- Relevant blogs, websites, social media handle
- Newspaper and magazine reviews
- Book award winners
- Follow reading and library related social media accounts/ social media forums/group
- Colleagues and library networks
- Staff, student, volunteer, fellow librarian recommendations
- Read relevant books, develop a sense of self awareness

### **Allocation of budget:**

- Check your annual budget
- Allocate practically to every expenditure head like rent, salary for staff members, stationery requirement, electricity, event cost, travel cost and allocation of resources to purchase
- For optimum utilisation list down priority of books for library collection and allocate accordingly. Checklist: Language, genres, subject need, price, no. of books the library needs to maintain reader:book ration etc.

### **Orders and acquisitions**

#### Types of suppliers

- Retailers: physical and online bookshops
- Publishers
- Wholesalers/Distributors

#### Supplier requirements

- Efficiency, price comparisons, reliability and range of selection
- Discounts and long term benefits

### **Receiving orders and checklists**

- Once received, check books based on invoice and order form; confirm quality and condition
- Incorporate data into catalogue/Library Management System
- Systems and processes for books not received/returns/problems

**Read, read, read... that's a way to create a diverse, inclusive book collection of your library. Reading will show you a path.**

### **Useful links to buy books:**

<https://store.prathambooks.org/>

<https://www.tulikabooks.com/>

<https://tarabooks.com/>

<https://www.ektaraindia.in/en/books/>

<https://www.pitarakart.in/>

<https://kalpavriksh.org/publication/>



THE COMMUNITY  
LIBRARY PROJECT



THE  
COMMUNITY  
LIBRARY  
NETWORK

<https://www.dk.com/us/category/childrens/>

<https://penguin.co.in/>

<http://www.kahanitree.com/bookshelf>

<https://books.katha.org/>

<https://www.facebook.com/LightroomBookstore/>

<https://www.bookchor.com/>

### **Link to Read, Think:**

<https://journal.bookwormgoa.in/100-diverse-books-to-make-a-collection/>

[https://www.tatatrusters.org/Upload/Content\\_Files/parag-honour-list-2019-english.pdf](https://www.tatatrusters.org/Upload/Content_Files/parag-honour-list-2019-english.pdf)

[https://www.tatatrusters.org/Upload/Content\\_Files/parag-honour-list-2019-hindi.pdf](https://www.tatatrusters.org/Upload/Content_Files/parag-honour-list-2019-hindi.pdf)

<https://journal.bookwormgoa.in/making-friendship-with-feminist-books/>

<https://journal.bookwormgoa.in/the-agents-of-ishq-queer-reading-list/>

<https://journal.bookwormgoa.in/diverse-questions-around-diversity/>

<https://www.bookwormgoa.in/2020/12/28/learnings-from-displays/>