



BOOK PROFILE – ADULT NON-FICTION

General guidelines and focus of this profile

The Adult Non-Fiction Book Profile is aimed at:

1. Providing guidance on the types of adult non-fiction books to select for Libraries ACT members and broader Canberra community, and priority ratings to determine the number of copies required. This profile is complemented by the Adult Non-Fiction Standing Order of Authors List.
2. Meeting high demand (as indicated by high number of reservations) within a reasonable time, i.e. waiting time of no more than 6 months per member.
3. Assisting Libraries ACT staff streamline internal processes and workflows.

Focus of this collection

1. To support and encourage Libraries ACT's young adults, adults, and senior members' pursuit of general knowledge; and to stay updated on the latest information, national and international events, and discourse.
2. General, popular interest. May be scholarly and/or professional but not academic. Books are written for the layperson or general readership.
3. Appealing:
 - high interest, high quality reading materials that are popular, bestselling and enduring works on selected topics (Priority Topics table)
 - award longlists, national/international bestsellers or featured on media/social media
4. Currency: majority of the collection not more than 5 years past its publication date, and for new acquisitions to approximate release dates (no more than 7 days)
5. Relevance:
 - where the Canberra region or Australia is the focus or subject matter
 - by Canberra region or Australian authors
 - topical – where the subject matter is a current topic of interest, in Canberra, nationally and/or internationally
 - new editions of classics with significant changes/additions
 - subject matter/author to reflect the diversity of the broader Canberra community
 - subject matter/author is Aboriginal and Torres Strait Island culture/person

Exclusions

- Titles in graphic novel format that contain a narrative. These are supplied under another contract.
- Titles with additional web content that require single user keys.
- Promotional material from groups or organisations.
- Print on demand titles such as compilations of Wikipedia titles.
- College or university textbooks.
- Workbooks with user exercises.
- Reproductions of previously published material (eg. Tim Flannery's *The Weather Makers*), unless title has a resurgence in popularity, in which case apply priority rating below

Priority ratings and copies

NOTES:

Titles should be purchased according to the priority levels below. If a title reaches a new level after the initial order, more copies should be ordered in line with the title's new level.

Where an author is on the standing order list, the number of copies on the standing order list is the minimum initial purchase. The priority levels below supersede those in the standing order list.

Use this in conjunction with the Priority Topics Table on page 6.

Priority	Number of Copies
1. Low Priority a) Supply as specified in Priority Topics Table. b) Even if not specified in Priority Topics Table, supply if: <ul style="list-style-type: none">• topic is developing interest and/or attention• topic is of potential high appeal, in particular to Canberra community	2
2. Medium Priority a) Supply as specified in Priority Topics Table, or b) Priority rating is low but book/topic is featured in the media and/or subject is related or relevant to Australia c) Topics relevant to Canberra's teenage population ie puberty, self esteem, health, introductions to adult topics (tax, voting etc)	3
3. High Priority a) Supply as specified in Priority Topics Table, or b) Priority rating is low or medium, but book is <ul style="list-style-type: none">• written by significant/well-known/bestseller authors; and/or• on topics focusing on current national event/issue/phenomena; and/or• on person/s of interest; and/or• featured/reviewed in the media:<ul style="list-style-type: none">○ ABC TV/Radio○ Local/National newspapers, e.g. Canberra Times, Guardian Australia, SMH, The Australian, The Saturday Paper○ Popular podcasts, e.g. Chat 10 Looks 3○ Relevant websites, e.g. The Conversation	5

The General History Prize - Winner & Shortlist	Low
The NSW Community and Regional History Prize – Winner & Shortlist	Low
New South Wales Premier's Literary Awards Douglas Stewart Prize for Non-Fiction – Winner & Shortlist NSW Multicultural Award – Winner & Shortlist	Medium Medium
Prime Minister's Literary Awards Winner & Shortlist	Medium
The University of Queensland Non-Fiction Book Award Winner & Finalists	Medium
University of Southern Queensland History Book Award Winner & Finalists	Medium
The Victorian Prize for Non-Fiction Winner & Finalists	Medium

Priority Topics

**** if multiple criteria apply select the higher priority**

Eg. If an item falls into the Medium Priority category in the below table and High Priority in the Priority table on page 2, then supply 5 copies.

Genre categories	Dewey class	Selection notes	Priority
Arts & Culture	010-019	Libraries – general, reading.	Low
	025-028		Low
	080-099	Supply only if there is high media interest or potential popularity.	Low
	700-709 750-759 780-781	General works on the art of painting, music (Classical, Jazz, Popular, Folk and World), and photography, cultural institutions, architecture, artists and artistes.	Low
	790-791 810-819	General discussions on popular culture and cultural trends, TED Talks, writing and art criticisms, TV and film.	Low
Business & Economics	330-339 380-381 659	General works on: <ul style="list-style-type: none"> Australian economy, work/jobs, banks, investments, tax, national wealth and economic policy. International economics and global economy. Digital and/or e-economy. 	Medium
Community & Society	070-079	News media, journalism and publishing. New trends in publishing, issues such as freedom of the press, media bias, press gallery, journalism.	Medium
	300-309	Feminism (e.g. “MeToo”), Aboriginal Australia/n, multiculturalism. Authors such as Stan Grant, Germaine Greer.	Medium
	306 340-349	LGBTIQ+ Topics on law, justice, etc. Authors such as Julian Burnside.	Medium Medium
	361 364-365	True crime, criminology, jails. Poverty, racism, housing.	Medium Medium
Education	370-379	General discussion on education, national curriculum, schools, colleges, education system.	Low

		Specific topics relating to schools and education, e.g. bullying, parental involvement, learning, STEM, etc.	Medium
Family & Relationships	649	Parenting and other familial relationships	Medium
Food & Drink	641-642	Food, diets, dietary trends, meals (family), recipes, cooking, drinks, specific well-known/significant authors/chefs/food artisans.	Medium
General Information	001-002 030-039	Supply only if there is high media interest or potential popularity.	Low
Health & Medicine	150-159 362 610-619	Topical issues of death, emotions, mind/intelligence, mindfulness, general mental health, aged care, aging, youth, general health issues, exercise (for health reasons), fitness, life and death, diseases, preventative medicine.	Medium
History & Philosophy	100-109	General discussions on philosophy and ideas.	Low
	120-129	General and popular philosophy, general discussions on ethics, by authors such as Peter Singer, Sam Harris, Richard Denniss.	Medium
	170-179		Medium
	180-189	General discussion on Eastern or non-Western philosophy, eg. Yoga and meditation, Confucianism, Taoism, etc.	Medium
	190-199		Medium
	900-909 930-999	General and modern history: Australia, Asia, Europe, United States, United Kingdom. Ancient, Medieval, Renaissance history.	Medium Low
Hobbies & Crafts	646 (not 646.7) 677 730-739 740-746 760-779	Home-based activities for personal use or pleasure: sewing, knitting, crochet, dressmaking, origami, jewellery, handicrafts, drawing, sketching, beading, printmaking, photography.	Low
House & Garden	630-639	Gardens, gardening, growing plants/fruits/trees/vegetables.	Medium
	640	The home, household, housekeeping, furnishings.	Medium
	643-645		Low
	647-648	Home workshops, house appliances.	Low
	683-684		Low
	690-699	Home renovations, carpentry.	Low
	710-719	Garden landscaping and features.	Low
	720-729	Home architecture and designs.	Low
747-749	Interior design, furniture and home accessories.	Low	
Languages	400-490	Learning and teaching of foreign languages	Low
Nature & Environment	363.7	Climate change, weather – impact on society, especially focusing on Australia	Medium
	500-509	Featured in media, well-known and significant authors such as Tim Flannery.	Medium
	560-599	General and popular science on plants and animals, especially when related to or focusing on, Australia.	Medium
Places	910-919	Geography and travel, e.g. Lonely Planet Featured in media and/or by significant/well-known author.	Low Medium
People	920-929	Biographies, autobiographies of significant persons, such as politicians, etc.	Medium
Personal Development	646.7	Personal life, personal management	Medium

	650-658	Job search, writing resumes, interview skills, and other skill development, career development and other self-help topics.	Medium
	782-788	Learning a musical instrument	Low
	808-809	Writing skills, public speaking	Low
Politics & Government	320-329	Australian politics, politicians, political parties and movement. International politics, politicians, parties and movement	High Medium
	350-359	Australian public service, military	Medium
Religion	200-209 220-229 230-239 240-249 260-269 270-279 280-289 294-297	Focus on: Christianity, Islam, Buddhism, Hinduism. General and topical, relevant to Australia. Exclude theological exegesis and dogma. Topics relate to current affairs, social issue, featured in the media, e.g. George Pell and the Catholic Church on child sexual abuse, raise Priority to next level.	Low Medium
Science & Mathematics	110-119 510-559 660-675	General discussion on metaphysics, the universe, etc. General and popular science, general interests on topics in astronomy, mathematics, physics, chemistry, geology, earth sciences. General topics in engineering, especially when related to manufacturing and other everyday issues.	Low Low Low
Sports & Recreation	688 793-799	Non-craft hobbies, such as LEGO, gaming, collectibles, toys and dolls, Minecraft. Games and sports, fishing and hunting, racing, cycling, etc.	Low
Style & Fashion	390-391 685-687	Clothing and culture Wardrobe, fashion	Low Low
Transport & Technology	000 003-006 385 620-627 629 676 678-682	How-to guides on computer operating systems, programs and programming languages, new and emerging technologies, games and apps. Examples include: Windows and IOS, Linus, Google, social media platforms, Minecraft. Transport: railroads/railways, electric cars, driverless cars, etc. Topical issues such as technology, big data, robotics, Artificial Intelligence, privacy, security, and especially when related to social issues and concerns, e.g. jobs, family, education, democracy, etc.	Medium Low Medium
Working Tools (Collection)	020	Library management, technology, design, collection and programs, only those focusing on public libraries.	1 copy only