Themed selection « Sea stories » — 42 titles

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Reading list, shelf cards, poster and easy-read version · fictional document

Fictional document — demonstration example
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Fictional document, produced for the demonstration. **The 42 titles come from the catalogue, the records, the summaries and the subject indexing — and from nothing else. No borrowing history goes into a selection.**

The selection

Reading entry	Titles	Available this morning	Where they are
Adventure novels	12	**9**	Main site and south branch
Travel writing	9	**7**	Main site
Children's picture books and fiction	**13**	**11**	All three sites
Non-fiction	8	**4**	North branch
Total	**42**	**31 on the shelf, 11 on loan**	**Shelfmark and branch given for every title**

The 11 titles on loan stay in the reading list and come off the table, with their expected return date. **A table where a third of the books are missing puts people off more than it draws them in** — the reading list, on the other hand, is taken away and read later.

The materials produced

Material	Content	Status
Annotated reading list	**42 titles, two lines of presentation each, in the tone of your previous reading lists**	**To be read and signed off**
Shelf cards	42, in the format of your display stands	Ready to print
Poster	Format of your display stands	Ready
Presentation text	Portal and newsletter	Ready
Easy-read version of the text	**Short sentences, one message per sentence**	**Ready**

An annotated reading list is the commented list the reader takes away: each title carries two lines saying why it is there. **The tone is that of your last three years of reading lists, read for the occasion.**

The 9 titles left out — and why

Reason	Number	What is proposed
Poor condition noted at the last return	**3**	**Added to the weeding list, with their loan counts**
Outside the stated reading level	4	Can be brought back with a word
Duplicates a title already chosen	2	Can be brought back with a word

The time this shifts

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Item	Share of the work, before	After	In hours	Annual volume	Time given back
Preparing a selection and its materials	**100 %**	**20 %**	**6 h → 1 h 12**	**34 selections**	**163 hours**

What remains is the librarian's work: the choosing, the writing of the blurbs, the setting of the table. **What disappears is checking availability title by title and laying out the materials.**

For the media library to decide

Calendar of the year's selections (12 themes, 22 short tables) approved on: _____

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