



ARGYLL AND BUTE COUNCIL

Libraries

**STOCK MANAGEMENT
POLICY**

February 2017

1. Aims and Objectives

- 1.1 To provide an adequate quantity and variety of books, including alternative formats, to serve the needs of the community.
- 1.2 To determine those needs as accurately as possible by monitoring the material borrowed and requested, keeping abreast of trends in publishing and selling, by the use of surveys, Evidence Based Stock Management (EBSM) technology and by awareness of demographic changes.
- 1.3 To prepare a programme of stock purchasing, editing, revision and promotion, and to organise the regular circulation of books around service points based on EBSM.
- 1.4 To select stock according to the following guidelines, making the most effective use of resources and available funding.
- 1.5 Books (and non-book items) will be bought from recognised library suppliers, local bookshops and publishing companies. Books will not be bought directly from authors except for occasional items for the Local Collection.

2. Criteria for Stock Selection

- 2.1 Stock should be selected on merit, if considered that it will add to the reading public's enjoyment, education, interest or information. One copy per service point is the normal maximum.
- 2.2 Stock should not be rejected on moral, religious or political grounds. The library service has a duty to provide as wide a diversity of opinions and views as possible, and while librarians inevitably have to make value judgements on stock, personal views will not be allowed to colour selection. Provided that a book is legally available, it can be purchased for stock.
- 2.3 Using all sources of information available, the following points should be considered:
 - Level of interest in the author / subject
 - Currency of the work
 - Author's credentials, including new authors
 - Whether the book contains (or requires) illustrations, and index or a bibliography
 - Readability
 - Readership level
 - Style
 - Physical appearance and layout

- Existing stock
 - Format
- 2.4 Physical characteristics rather than content may be a valid reason for an item's rejection, e.g. spiral and comb bindings, loose additions such as dress patterns, loose-leaf formats, and 'one time only' books which leave spaces for the reader to write answers or personal details.
- 2.5 Requested items will be purchased if they fulfil these criteria, and if funds allow.

3. Responsibility (for Stock Selection)

- 3.1 The Library Operations Manager is responsible for stock selection procedures in all libraries and service points and has the input and support of the Library Supervisors, Library Assistants-in-Charge and the Culture and Library Development Officer.
- 3.2 Library Supervisors and Library Assistants-in-Charge are responsible for stock management procedures in their libraries including rotation, retention, withdrawal and disposal. The Library Operations Manager and the Information and Local Studies Librarian may also be involved in decisions to retain.
- 3.3 Qualified librarians may liaise with other professional organisations and agencies in the provision of specialist material that will benefit readers and otherwise enhance the service.

4. Lending Stock

- 4.1 Selection of adult fiction will mainly be demand led, but should include not only well known and popular novelists, but a broad selection of 'genre' fiction and lesser known and new authors. Hardback editions of new fiction by popular authors will be ordered ahead of publication where possible.
- 4.2 Paperback originals are purchased to expand choice, with an aim to promote as wide a selection of authors and works which cross genres. Such works may be bought as themed collections that are designed to have both specialised and broad appeal to readers regardless of social background.
- 4.3 Non-fiction selection should also include popular and lesser known authors, and aim to create and maintain a balanced subject coverage. Consideration will be given to Junior stock which supports the primary and secondary curricula.

- 4.4 There is an increasing demand for material to support formal and informal education. Account must be taken of this demand when selecting stock, but care is also required in deciding whether or not interest in the various subjects will be long or short term. Text books are not normally purchased, but material for courses and requests for material to support individual learners will be considered.
- 4.5 Demand for books on matters of current public interest should be met, where possible, by selecting paperback editions.
- 4.6 Books in alternative formats are purchased and made available to libraries and service points. We endeavour to provide as wide a selection of fiction and non-fiction as possible for readers with visual impairment or other difficulties which make the reading of standard print difficult or impossible.
- 4.7 The library and Information Service provides a selection of e-books via its website and OPAC as an alternative to books in printed format. This service will continue to develop and improve with promotion targeted at remote communities and isolated readers, particularly those residing on the islands of Argyll and Bute.
- 4.8 We give special consideration to the provision of books and audio material to support literacy and numeracy programmes.
- 4.9 Where all selection criteria are met, we will support Scottish interest publications, including works in Scots.
- 4.10 The Library and Information Service will support Argyll and Bute Council's policy of promoting Gaelic language and culture by the adequate provision of appropriate materials.
- 4.11 Foreign language publications will be purchased centrally as required and as funds allow.

5. Reference and Lifelong Learning

- 5.1 The majority of the council's reference holdings are now web-based, and reference material is available to all library members via the library webpages. Some printed material is available in branches.
- 5.2 Open Learning resources to support study are available in most branches.

6. Local Studies Stock

- 6.1 Local Studies stock is held centrally at Library Headquarters, with a small collection pertaining to each area held at branch libraries. There is, and should be, duplication of titles held at HQ and the relevant branch.
- 6.2 The Local Collection should reflect the history, culture, geography, sociology and language of Argyll and Bute, and the Information and Local Studies Librarian will endeavour to provide a comprehensive collection of materials to cater for the needs of general members of the public and researchers. This may include books and other items on more general topics which have a bearing on the history or culture of Argyll and Bute. Books written by local authors will also be considered for purchase, the quantity dependent on the significance of the subject and the author. A local author is deemed to be someone who was born, lived, and/or died and was buried in the Argyll and Bute area.
- 6.3 Where new publications have a direct link with the local area, three copies will be purchased for HQ stock – two copies being available for lending, with one kept as a reference copy for preservation purposes. This will include pamphlets and privately published works by local organisations. Extra copies for branch stock may be purchased in consultation with Library Supervisors and Library Assistants-in-Charge. Where there is no direct link but there is some relevance to the local area, individual copies of items may be purchased at the discretion of the Information and Local Studies Librarian.
- 6.4 Assuming that materials are relevant to the area, the format of stock will include published and unpublished works, antiquarian books, articles, newspapers, microfilm, microfiche, postcards, photographs, maps, CD-ROMs, videos, sound recordings and ephemera in any format.

7. Donations to Library Stock

- 7.1 The Library Service is regularly offered books and magazines by members of the public, and is grateful that people think of their local library when disposing of material they no longer want. However, library staff may decline to accept donations that do not meet with our stock selection criteria.
- 7.2 If donations are accepted we cannot guarantee that they will be added to the donor's local library, or any other branch, and reserve the right to dispose of them if necessary.

8. Stock Exploitation

- 8.1 The Library and Information Service aims to rotate stock as widely as possible among its libraries and service points to ensure greater access to material for the public. EBSM technology is exploited to ensure the service achieves this aim.
- 8.2 Promoting reading as an essential life skill and as a source of pleasure, enjoyment and education, is a key aim of Argyll and Bute Library and Information Service. It is the policy of the Library Service to encourage reader development at a local level and to participate in, and support, national reader development initiatives.
- 8.3 Special collections are purchased and rotated for the purpose of promoting reader development. Promotional materials may be purchased and used to support this.
- 8.4 Argyll and Bute Library and Information Service works in close partnership with the authority's Adult Literacy and Numeracy workers to provide services and resources for adults with literacy issues. The Library Service supports national literacy and numeracy initiatives.

9. Care and Conservation

- 9.1 Argyll and Bute Library Service aims to ensure all stock is in good physical condition.
- 9.2 If an item of stock is in poor physical condition it shall be removed from circulation.
Poor physical condition includes:
 - Torn, loose, missing or defaced pages.
 - Torn or otherwise damaged book jackets.
 - Damaged binding.
 - Stained pages.
- 9.3 Once items have been removed from circulation because of poor physical condition, one of the following will apply:
 - Library staff will repair the item if it only requires a new plastic jacket.
 - A new copy of the title will be bought if still in demand and in print. Older titles will normally be bought in paperback.
 - Items will be sent for new binding if they are of local interest and no longer in print.
 - Where CDs are damaged in an audio book, replacements will be acquired where possible and demand still exists.
 - Items will be withdrawn from stock and sent for disposal.

- 9.4 Items consisting of several parts, such as language packs, open learning packs, and audio books, will have the number of component parts noted on the book label and on the bibliographic record in the library management system. Library staff will ensure that all parts are there when an item is presented for loan, and again when it is returned. Lost parts will be charged for.
- 9.5 Library staff will ensure that if a damaged item is presented at the issue desk they will record a note of the damage on the date label, and on the library management system, and this will be brought to the borrower's attention. This will ensure that the borrower is not challenged about the damage when the item is returned.
- 9.6 Depending on the extent of the damage, the item may be removed from circulation and subjected to one of the criteria above.

10. Stock Withdrawal and Disposal

- 10.1 Stock items will be identified for withdrawal when unfit for issue, or when they have ceased to be borrowed over an identifiable period.
- 10.2 Unique / last copies may be considered for reserve / retention, and referred to the Library Operations Manager for the final decision.
- 10.3 The Library Service maintains an Adult Stock Reserve for the purpose of keeping unique copies, irreplaceable items, series or trilogies, and older items of stock which take up space on lending shelves but for which occasional demand exists. This Reserve Stock will be regularly monitored.
- 10.4 Local Studies material should be referred to the Information and Local Studies Librarian, although in practice material will not usually be withdrawn from stock.
- 10.5 Material which has been withdrawn for stock should be stamped "WITHDRAWN" and the barcode destroyed.
- 10.6 Withdrawn material should be recycled or disposed of.

11. Public Access to Library Stock

- 11.1 Those who hold a valid library membership, having accepted Argyll and Bute Library and Information Service's Conditions of Membership, can borrow items from the lending stock.
- 11.2 The catalogue is on-line and available through the library webpages. Access to the interactive element of the catalogue is via membership barcode and pin, and allows readers to borrow e-books, reserve and renew items, and place book reviews.
- 11.3 Assistive technologies are available to enable readers to search the OPAC within main branches. Library staff will be pleased to help readers to search the catalogue.
- 11.4 Items may be borrowed for four weeks. An extended loan or renewal may be granted by library staff.
- 11.5 The lending period may be shortened by library staff in the event that an item has a waiting list.
- 11.6 Some items of stock can only be viewed within the library building, e.g. reference material and some local studies publications. Loans can be arranged only by the consent of relevant staff.
- 11.7 If an item is not stocked in a particular library, every effort will be made to obtain it from another library in Argyll and Bute. Should no other library in Argyll and Bute hold the item, a decision will be made by the Library Operations Manager whether to purchase it, if in print and available at a reasonable cost, or obtain it from another library authority through the national inter-library loan service.
- 11.8 A charge will apply for the inter-library loan service.
- 11.9 Library members are responsible for the care of items borrowed and will be charged for any damage caused while the item is out on loan or if the item is lost.