



STOCK POLICY

INVERCLYDE LIBRARIES

Purpose

To outline the basis on which books, and all other media, are acquired, selected and managed within Inverclyde Libraries.

Policy

To ensure that the stock provided in all Inverclyde Libraries meets learning, leisure and cultural interests.

This Policy is fulfilled with the effective:

1. Selection and acquisition of items.
2. Management of items and services to enable access.
3. Use and appropriate monitoring of budget reviewed annually in line with the Council's budget setting process.

The Policy will recognise and commit to the Strategic Aims of 'Ambition and Opportunity: A strategy for Public Libraries in Scotland 2015-2020' in particular Strategic Aim 1: Libraries Promoting Reading, Literacy, and Learning.

'Public Libraries in Scotland promote education and learning for all, develop a culture of reading for pleasure, offer support for everybody from early years to older people, and enable people to make informed choices.'

This Policy is not a standalone document. There is a wide range of supporting policy documents across all departments that are reviewed and updated annually and can be referenced as and when required. (APPENDIX 1) These are available on request from any library in Inverclyde.

A separate policy document is also available for the Watt Library Local Studies Service & Watt Library Archives Collection.

Core Principles

Inverclyde Libraries will provide as wide a range of stock as is possible within the budget, to include popular, literary and where applicable, academic works. We will include resources to meet the needs of all people in the community including those with protected characteristics as specified in the Equalities Act 2010.

Where possible, stock will be available in alternative formats e.g. large print, audio and electronic to meet the needs of those who may require additional support and to reflect the different ways in which our customers choose to read and access information.

We aim to ensure that stock in all libraries reflects both the cultural diversity of Inverclyde's population and the cultural nature of society. We positively welcome suggestions for items of stock from both individuals and groups within our local communities. This forms part of our commitment to public involvement in service development.

DVD stock will adopt the same principles with consideration also given to the popularity and income generating potential of such materials.

Stock Selection

Inverclyde Libraries will ensure value for money by purchasing the majority of stock items as part of a national consortium to achieve strong discounts on acquisitions. In addition Corporate Purchase Cards are used to maximise funds and achieve Best Value.

The selection criteria listed below are considered as part of the decision-making process prior to instructing suppliers. The balance and weight given to any of the criteria will vary according to circumstance and will be largely determined through the use of professional expertise drawn from knowledgeable and experienced staff and supported by statistical evidence of demand and usage. These criteria will also be used to determine the number of copies bought of any particular item and the library where the item is to be located.

- Popular demand /author popularity / genre / broad subject coverage.
- Physical durability of binding, paper quality and suitability of format for library use.
- Cost.
- Reputation of author and publisher.
- Appropriate format e.g. printed/audio/large print/electronic etc.
- Appropriate language to reflect needs of local communities and cultures including material of local historical and cultural interest.
- Appropriate material to reflect Government priorities. e.g. Scots language, publishing and content.

Additional criteria may be used for the selection of specific stock types.

Inverclyde Libraries do not routinely purchase self-published fiction and non-fiction titles. Given the high volume of material published, and the lack of independent editorial and legal control from mainstream publishers, library staff will adhere to the agreed stock selection criteria. From time to time, exceptions may be made, particularly in the case of local authors. However, the service reserves the right to decline self-published items, and the decision of the Libraries Team Leader in this matter will be final.

Stock performance statistics are compiled and evidence is reviewed regularly to help determine the priorities for the service and value for money in sustaining a subscription or standing order, or continued inclusion in our priorities for future selection.

Newspapers and Magazines

All Inverclyde Libraries hold the local newspaper 'The Greenock Telegraph' and may hold additional other titles. Within budgetary constraints the selection criteria will reflect the

readership of the local community. Back copies of local and national newspapers are kept for varying lengths of time.

Magazines are available online via the Zinio eMagazine service; the content of titles available is reviewed annually to reflect subject coverage and popularity.

Reference Stock

Inverclyde Libraries provide access to limited hard copy reference material in all libraries while providing high quality online reference resources. There is a small range of reference books held at the Central Library including dictionaries in several languages and subject reference guides. Branch libraries have smaller collections of reference material. These collections are reviewed by Assistants-in-Charge at each branch annually to ensure currency.

Censorship

Inverclyde Libraries will adopt the CILIP policy on intellectual freedom and censorship. This states that, "the function of a library or information service is to provide, as far as resources allow, all publicly available information in which its users claim legitimate interest".

The guidance is available at: <http://www.cilip.org.uk/advocacy-campaigns-awards/advocacy-campaigns/international/statement-intellectual-freedom-access-information-censorship>

Stock Rotation

Inverclyde Libraries will ensure best use of all stock by implementing stock rotation procedures. These will guarantee a constantly changing selection of stock at each Library:

- Library Management System Stock rotation module utilised with parameters set for individual branch Libraries. The stock management system operates on a Council wide basis and ensures the system automatically flags items for transfer at regular times within the lifespan of each stock item.
- A floating stock system is in place to rotate requested stock between branches.
- Computerised whole-stock catalogues are located in all branches and online with free reservations for library users.
- A closed stock store of classic fiction and works of potential interest is kept centrally and is freely available.
- Borrower reservations are free for all library members.
- Theme based collections are also circulated amongst branches on a rota basis.

Stock Suggestions

Inverclyde Libraries operate a stock suggestion scheme for items not in stock. Suggestions will be considered for stock based on the selection criteria outlined in the stock selection procedures. (Charges apply excluding children).

Any item suggested for stock or requested will be dealt with as a priority to ensure speed of availability.

For those non-fiction suggestions not purchased or out of print, customers will be offered an Inter Library Loan where applicable (charges apply).

Improving Literacy

Inverclyde Libraries will work in partnership with the Community Learning and Development service within the Council as well as with other local and national providers to ensure provision of appropriate stock-both fiction and non-fiction. It is the policy of Inverclyde Libraries to participate in and support national literacy and numeracy initiatives in addition to developing locally targeted ones.

Minority Language Material

Inverclyde Libraries will work in partnership with minority ethnic and cultural groups, organisations and individuals to provide material in other languages where there is a demand for this. Stock will be provided by purchase, donation or via loan collections and rental agreements from other local authorities or commercial organisations.

Stock Management

Inverclyde Libraries will manage stock to ensure it is accessible, attractive and available for customers. All staff are trained in and utilise 'Frontline' reader development principles and techniques. Stock will be displayed in a way that:

- Encourages and enables customers to browse and select items quickly.
- Encourages customers to try different authors, subjects and formats.

Some stock categories, for example 'Quick Choice' and income generating DVDs, are displayed in such a way as far as possible to encourage browsing. For the purposeful reader mainstream fiction stock is displayed in author order for adult, children and young people with Dewey subject order for non-fiction. Stock is managed as a Council-wide resource, accessible to all customers through free reservations. The Library Management System stock rotation module facilitates stock circulation amongst libraries to improve the range of titles available in each library and to increase the cost effectiveness of each purchase. Stock is routinely checked against agreed guidelines to ensure that it is current, in good condition and being used by the local community.

Donations

Inverclyde Libraries accept donated materials on the understanding that they are subject to the same selection criteria as applies to the purchase of stock. We therefore reserve the right to decide on the most suitable location for donated stock selected for retention and to dispose of materials not required.

Disposal

Inverclyde Libraries will dispose of stock that is no longer required as responsibly as possible. Items will be identified for withdrawal when unfit for issue or when they have reached circulation capacity. All items for withdrawal are subject to the supporting Stock Editing and Withdrawal from Stock Procedures.

Titles of potential ongoing interest such as classic fiction will be retained in the library store. Items of local interest may be transferred to the Watt Library.

Once material has been identified for disposal it will be sold by Book Donors and any proceeds returned to Inverclyde Council.

Any comments, queries or complaints regarding this policy should be addressed to:

Libraries, Museums and Archives Manager
Inverclyde Libraries HQ
Wallace Place
GREENOCK
PA15 1JB
Tel: 01475 712330
Email: library.central@inverclyde.gov.uk

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APPENDIX 1

- *Stock Ordering Procedures*
- *Ordering ebooks Procedures*
- *Stock Suggestion Procedures*
- *Floating Collection Policy*
- *Stock Check Procedures*
- *Withdrawal from Stock Procedures*
- *Watt Library Local Studies Service and Watt Library Archives Collecting Policy*