

INVERCLYDE LIBRARIES STOCK POLICY

Purpose

This policy outlines the basis on which library resources for Inverclyde Libraries are:

- acquired
- selected
- managed

This policy supports Inverclyde Libraries in:

- ensuring access to reading, learning, and cultural opportunities for all
- promoting reading, literacy and learning, and the love of books
- promoting digital inclusion by providing access to digital services
- promoting economic wellbeing by providing free access to resources
- promoting health & wellbeing by providing access to a range of resources
- providing local opportunities for culture and creativity to flourish within Inverclyde's communities
- ensuring provision of excellent public services by offering access to a range of accurate, balanced, and current information in all appropriate formats.

Throughout this policy, the term 'stock' is used to refer to books, newspapers, magazines and other electronic resources.

Core Principles

Inverclyde Libraries aims to:

- provide a sufficient range of stock in order to meet learning, leisure and cultural and wellbeing needs in a variety of formats (print, large print, audio, electronic)
- deliver free access to materials and to keep stock-related costs (e.g. fines for lost books) to users as low as possible, within wider Council policy.
- meet the library-related needs of the community including people with protected characteristics as specified in the Equalities Act 2010.

1. Stock Acquisition

Inverclyde Libraries develops an annual Stock Strategy, which informs the annual budget for stock acquisition and ensures Best Value by purchasing the majority of stock items as part of a national consortium. Inverclyde Libraries positively welcomes 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. Inverclyde Libraries aims to ensure that the stock provided across the branch network covers a reasonable range of interests including learning, leisure, culture and wellbeing in line with local and national priorities.

Self-published material

Due to the lack of editorial and legal scrutiny involved in the production of self-published materials, Inverclyde Libraries will only purchase and stock this type of resource on very rare occasions.

Donations

Inverclyde Libraries may accept donations of stock 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.

2. Stock Selection

Knowledgeable and experienced staff manage the stock selection process and use evidence based approaches to inform their work. Items from the criteria listed below will generally –but not exclusively- be used to inform the process:

- Popularity of author and subject
- Quality
- Cost
- Format
- Local and national interest
- Requests from readers
- Media coverage
- Statistical evidence
- Professional knowledge and expertise
- Languages spoken and read in Inverclyde
- National and local literacy initiatives which improve literacy and numeracy

Inverclyde Libraries makes all reasonable attempts to achieve diversity of stock and will work in partnership with local and national agencies to represent the stock needs of the community in line with local and national priorities.

Censorship

Inverclyde Libraries has adopted the Chartered Institute of Library and Information Professionals (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”. 1

3. Stock Management

Inverclyde Libraries uses a range of strategies to ensure that stock is accessible to customers. Stock is managed as an Inverclyde-wide resource, meaning that any item in stock at any branch library is accessible to all customers through free reservations.

Inverclyde Libraries ensures that stock is circulated around the libraries to improve the range of titles available in each library and to increase the cost effectiveness of each purchase.

This is done using evidence based stock management by use of the Library Management Stock rotation module,

Stock is routinely checked against agreed guidelines to ensure that it is current, in good condition and being used by library members. Inverclyde Libraries actively encourages readers to request items not currently in stock and gives all requests due consideration. Inverclyde Libraries operates a limited inter-library loan service whereby library members can access non-fiction resources not stocked within Inverclyde (charges apply).

Inverclyde Libraries will dispose of stock that is no longer required as responsibly as possible.

4. Engagement and Consultation

The Libraries service commits to both consulting and engaging with users and non-users on a regular basis, continuously reviewing services in the light of feedback received, and telling users and non-users how the service is performing. In order to achieve these objectives, the service will consult and engage with our users to ensure the needs and priorities of all those we deliver services to and with are taken into account at all stages of service planning and delivery.

5. Enquiries

Enquiries regarding this policy should be addressed to:

Team Leader – Libraries

Inverclyde Libraries HQ

Wallace Place

GREENOCK

PA15 1JB

Tel: 01475 712330

Email: library.central@inverclyde.gov.uk

1 Guidance on intellectual freedom and censorship from the UK professional body, the Chartered Institute of Library and Information Professionals (CILIP), states that in the case of challenges to books on the shelves of libraries: "Access should not be restricted on any grounds except that of the law. If publicly available material has not incurred legal penalties then it should not be excluded on 4 moral, political, religious, racial or gender grounds, to satisfy the demands of sectional interest" (CILIP, 2005)

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