

Libraries & Information

Stock Policy

Owner: Stock & Digital Resources Manager

Due Regard Statement:

Signed off: June 2018 (Date)

Signature: *Jane Everiss*

Jane Everiss, Head of Library Services

**All Library policies are
reviewed annually**

This page is intentionally blank

Stock Policy

Purpose

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

Policy

To ensure we provide stock in all Gloucestershire County Council run libraries to meet 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

Core Principles:

We will provide as wide a range of stock as is possible within our budget, to include popular, literary and academic works as appropriate.

We will include resources to meet the needs of all people in the community including those with protected characteristics of age, disability, gender, marriage & civil partnership, pregnancy & maternity, race, religion & belief, sex and sexual orientation. Where possible, stock will be available in alternative formats e.g. large print, audio and electronic to meet the needs of disabled people and to reflect the different ways in which customers choose to read and access information.

We aim to ensure that stock reflects both the cultural diversity of Gloucestershire's population and the multi-cultural nature of society. Stock is obtainable in a range of languages to reflect the needs of individual customers in the community.

We positively welcome suggestions for items of stock from both individuals and groups within our local communities. We see this as part of our commitment to public involvement in service development.

In the case of income generating DVD and Music CD stock selection criteria will give due consideration to the popularity and income generating potential of such materials.

Where an item is not held in library stock and we are unable or decline to purchase, it may be acquired from outside the county via the inter-library loan service. There is an additional charge for this service which is payable whether or not the item can be obtained. This is used to partially cover search and administration related costs

Unless materials have been withdrawn after publication for legal reasons we will not exclude them from our stock on the grounds of their content alone.

Stock Selection:

To ensure good value for money we purchase the majority of items of stock as part of a regional consortium and use supplier selection and standing orders to achieve strong discounts on acquisitions.

The selection criteria listed below are considered as part of the decision-making process prior to instructing our 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, 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
- ◆ 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. e.g. Polish, Chinese Gujarati

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

Stock Performance statistics are compiled and evidence is reviewed annually to 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.

Stock Management:

Stock is managed to ensure it is accessible, attractive and available for customers:

Stock is therefore 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 CD/DVDs, are displayed face out as far as possible to encourage browsing.

For the purposeful reader mainstream stock is displayed in author order for adult fiction and Dewey subject order for non-fiction.

Stock is managed as a county-wide resource, accessible to all customers through free online reservations. Stock is transferred between 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.

Stock Disposal:

Stock that is no longer required will be disposed of as responsibly as possible.

Items that are to be disposed of will be withdrawn from stock on the Library Management System to ensure that we maintain an accurate record of our holdings.

Unless its condition or relevance prevents it, all withdrawn book and audio-visual stock should be offered for sale in the first instance. This stock should be physically stamped as **withdrawn**.

Stock Donations:

Libraries & Information will only accept donations of stock if they meet the criteria as laid out below. There are staffing and administrative costs attached to processing items for library use, including creating the library catalogue record and adding library stationery and barcodes. We also have to arrange for the disposal of unwanted items, which may incur a cost, therefore it is not good value to accept donations unless they will be a positive contribution to our stock.

Items will be accepted if they are of exceptional interest, for example:

- Items of significant local history interest. These may be passed to Archives if more appropriate. Items must have a specific relevance to Gloucestershire and not duplicate existing holdings.

or, if they are of good quality, meeting the following criteria:

- Published within 2 years
- Clean and excellent condition

Music will be considered if it meets the following criteria:

- Works by established composers
- Sheet music produced on high quality paper
- Unmarked, new condition

Libraries & Information do not accept unsolicited or privately published donations unless an item has significant local history interest.

Libraries & Information do not accept donations of back runs of newspapers and periodicals.

Once a donated item has been received, it then becomes the property of Gloucestershire Libraries & Information or Gloucestershire Archives. This means it is subject to the standard criteria with regard to sale, relocation to other libraries and withdrawal where appropriate. Items will not be accepted on deposit.

The final decision on whether to add an item to library stock will rest with the Locality Librarian, Stock & Digital Resources Manager or Gloucestershire Archives staff.

Reserve Stacks

Reserve stacks are maintained for items which can be identified as being of continued and practical use to the customers of Gloucestershire Libraries & Information, or which actively support joint Inter-Library Loan arrangements.

The final decision on whether to retain an item in the stack will rest with Locality Librarians or Stock & Digital Resources Manager.