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Live Borders Libraries

Stock Management Policy

October 16

Introduction

As Live Borders Libraries, we aim to provide access to a wide variety of printed, electronic and non-book material to support the information, learning, employment, cultural and leisure needs of our local population, within the constraints of the funding available to us.

Our core activities are the supply, provision, co-ordination, management and promotion of the resources and specialist collections that are under our care.

We operate under the framework of the role identified for libraries by The Scottish Government, which encompasses involvement in ensuring social justice, support for citizenship and e-government, tackling issues surrounding adult literacy and numeracy, support for all aspects of lifelong learning and those related to reader development.

Aims

- To provide the widest possible range and choice of stock within our available resources.
- To provide a sustainable and quality Library Service for existing and potential users.
- To provide a recognised and agreed framework for the operation of the Stock Management Policy
- To provide efficient levels of service delivery and management of the resources budgets.

Objectives

To provide a framework for staff to manage resources, when deciding to acquire, reject or discard an item.

To ensure that consistent and informed decisions are made about library collections by staff, and that a continuity of approach is maintained, by treating stock as a Borders-wide resource.

To circulate all appropriate stock to maximise use and provide a constantly changing range of material for library users.

To promote new and existing stock to encourage reading and literature development as an essential part of stock management.

To set quality standards around which stock management and development is built, in accordance with the Public Library Quality Improvement Matrix.

Background

We serve a resident population of 114,530 (2016) via 12 libraries and 3 mobile libraries. 5 of the libraries operate as integrated Library Contact Centres.

Principles

Our stock is a service-wide resource, capable of being circulated (some special collections will be exempt from this) reflecting the “best value” ethos.

We will buy titles in hardback, paperback and electronic formats to reflect changes in publishing, readers' preferences and to extend purchasing potential.

Data from the Live Borders Library Management System and evidence based tools will inform decisions relating to selection, acquisition, circulation and deletion.

Library users are encouraged to submit their stock suggestions for consideration and possible addition to stock.

Reading is a source of pleasure, enjoyment and education and should be encouraged and fostered especially in children.

Fiction

In order to provide well rounded collections we will give consideration and representation to the following:

- a) popular authors and series
- b) new works by established if not bestselling authors
- c) additions to series that have been bought previously
- d) reprints of classic/standard titles and television tie-ins especially if they have been out of print
- e) suggestions from members of the public
- f) debut novels
- g) material by Scottish authors
- h) novels in translation
- i) prize winning titles in sufficient quantities to meet demand without leaving many surplus copies when that demand subsides
- j) material suitable for new or poorly skilled readers
- k) books in languages other than English where there is a proven demand
- l) durability of the binding and paper quality of the cover art
- m) gaps in current stock/series and information from library information sources
- n) availability of eResources.

The collection as a whole will reflect the cultural diversity of the Scottish Borders and of its communities.

Non-Fiction

- a) information should be up-to-date: (special attention must be paid to subjects such as IT, travel, medicine, law, and science where this could be of critical importance)
- b) information content should be accurate and without bias
- c) subject coverage should be appropriate to the intended readership
- d) material more suitable for colleges/universities or other specialist collections will not be bought
- e) relevance to the rest of the non-fiction stock e.g. will it be a useful addition, are there better books available
- f) standard of physical presentation and binding (spiral bindings are not usually purchased, but may be the most appropriate or available formats)
- g) works in unusual formats e.g. workbooks with sections to fill in or loose leaf maps, instructions or patterns which might easily become lost, will not normally be bought but are not excepted.
- h) availability of eResources.

Large Print

We will provide as wide a selection of material in Large Print format as budget permits.

Monthly standing orders are placed with specialist suppliers to ensure a regular supply of titles. We buy titles for adults and for children, and the stock is regularly circulated.

Donations

Members of the public occasionally make donations of material they feel will be of use to the Library Service.

The Communities Librarians and the Assistant Librarians Communities will be responsible for making a decision on donated items using the assessment criteria for new stock

- donations which are not in near perfect condition will not be added to stock
- all donations will become the property of Live Borders Libraries
- if accepted for stock donated books will be jacketed and processed as normal library stock
- we will not provide any information to the donor as to the location or performance of their item

Local Studies material is always welcome and is not subject to such stringent criteria. It will be accepted at the discretion of the Local Studies Librarian

We do not accept:

- Books which have been given away as free gifts from magazines (not for resale)
- Readers Digest abridged editions
- Books purchased from book sales in other library authorities
- Most material that does not have an ISBN
- Items of "Vanity Publishing"

Unsolicited stock

We will only accept and admit payment for goods if an official order number has been issued.

Some authors and/or publishers send items that have not been ordered, enclosing an invoice, in the hope that a purchase will be made. Items such as this will not be accepted unless required. Should the sender require its return the cost of postage must be provided in advance.

Unsolicited gifts will be kept for 6 months and then disposed of.

Reference and Online Resources

The traditional, large, hard-copy collections of reference material are no longer sustainable in a digital age. Collections will be scrutinised to ensure that any material retained is relevant or complementary to the online resources available to users via the Libraries website.

Licences for on-line resources will be purchased based on their suitability and budget availability.

Catalogue

The purpose of the catalogue is to facilitate access to our resources and provides details of the items we stock and their location. It is available via the Library pages on the Live Borders website or <https://librarysearch.scotborders.gov.uk>

Our catalogue is maintained to Internationally agreed standards.

Children and Young People

The general Stock Management Policy principles and criteria also apply to the collections available for Children and Young People – with the following additional considerations:

- We aim to provide attractive and accessible materials that will encourage children, from their earliest years, to read for enjoyment and pleasure.
- Picture and story books for parents and carers to share with children, including board books, textured and interactive books and sturdy novelty books
- Information books reflecting both educational and leisure needs and interests
- Material specifically aimed at Young Adults
- Resources which are curriculum related and provide material for homework and independent study
- Material for children who have special needs and for children dealing with difficult or sensitive circumstances
- Material suitable to be used by adults/parents and carers supporting children dealing with sensitive emotional or physical situations

High Schools

The Library Management System (V-Smart Live) includes the collections in the libraries of all nine High Schools.

AudioVisual material for which public libraries make a charge is not lent to schools.

Stock in the school libraries is usually accessible during term-time only and some specialist curriculum/course material will only be lent at the discretion of the school librarians.

Essential Skills

Essential skills learning resources and books designed to appeal to new and less confident adult readers will be provided in consultation and co-operation with our partners in the adult and community learning field.

Reader Development

Within the Stock Management Policy we recognise the importance of Reader Development initiatives.

Currently there is a small designated annual budget which is intended for use to support this area of work.

Future developments in this field are within the remit of the Community Librarians and the allocated funds will be spent under advisement from them.

Book Groups

We currently offer a selection of titles which are intended for use by Book/Readers Groups.

This collection has been refreshed with multiple copies of new titles and will continue to be augmented as budget allows.

Local Studies

The purpose of the Local Studies Collection is to preserve, maintain, develop and make available a comprehensive collection of resources, both current and historical, relating to the Scottish Borders. The collection comprises of mainly secondary sources of information and complements the primary sources and archive collection held by the Heritage Hub Archive and Family History Centre which is located in Hawick.

The main Local Studies Collection is maintained by the Live Borders Libraries and is housed at Library Headquarters in Selkirk.

Selection and acquisition of stock

Items for all local studies collections are purchased by the Local Studies Librarian from a dedicated Local Studies Collection budget. A minimum of two copies of a title are purchased, one of which is kept for prosperity and the other for loan, when possible, and marked accordingly.

Rare/older books will be considered for purchase when available on the second hand market. Donations are welcomed from the public and are accepted at the discretion of the Local Studies Librarian.

Fiction and non-fiction written by local authors or materials with local content are purchased, but are dependent on the Local Studies Collection budget. This also applies to journals, periodicals and material written by public bodies or societies connected with the geographical area.

Copies of all newspapers published locally are acquired on a weekly basis. Local newspapers in microfilm format are also available in libraries with the appropriate facilities.

Conservation of the collection

We shall ensure the long term availability of resources within the collection by maintaining it in as near ideal physical conditions as is practical. This specifically includes means such as repairing, rebinding, purchasing additional copies or any other appropriate means, in order to conserve the collection for future users.

Loans and Requests

All items within the Local Studies Collection are available to view at Library Headquarters by prior appointment. Every effort is made to allow users to borrow items from the Local Studies Collection. However this is dependent on factors such as the condition of the item, its rarity, number of copies available, format etc.

Disposal and Withdrawal of stock

Generally, there shall be no disposal of stock from the collection. However items in poor physical condition, cases of excessive duplication and materials which are available elsewhere, in electronic format, may be withdrawn from the collection at the discretion of the Local Studies Librarian. Any items which then remain surplus to requirements may be offered for sale.

Limited edition books will be retained as well as books signed by the author, or with other annotations, books with letters or newspaper cuttings inside.

Items of local interest contained in library branches which are no longer required or are in poor condition will be transferred to Local Studies at Library Headquarters.

Foreign Language Books

We offer a selection of foreign language books in some service points, with collections leased from Bright Books, one of the library suppliers specialising in foreign language material. We liaise with local groups and support workers to identify changes in the migrant populations. The selection of books is refreshed at regular intervals and languages changed depending on demand.

eLibrary

Our eLibrary contains a growing collection of eAudiobooks and eBooks. There is also a small collection of eMagazines. Additional stock will be purchased based on identified demand and budget availability.

Non-Book Materials

Newspapers:

Most Libraries make current newspapers available, both national and local.

Retention of back copies of these will vary according to the location/storage space available.

We retain but do not purchase collections of classical music and Scottish music in CD format in Library Headquarters and small collections in service points where there is proven demand.

Audio Books:

These are bought from specialist suppliers in unabridged format.

Cassette format books are no longer available for purchase and demand for them is in decline however there is still demonstrable usage of the stock in this format which we continue to hold. A core collection is held in Library Headquarters and libraries are encouraged to use this facility to exchange and refresh their collections while demand continues. This usage and or demand is periodically assessed.

DVDs:

A range of children's and adult DVDs are purchased including some non-fiction titles. A hire charge may be applicable.

Reservations can only be made for recordings which are in stock or are on order.

Suggestions for additions to stock are welcome but difficult to satisfy given the timescales and licensing constraints governing the purchasing of this type of material.

DVDs display recognised age/category guidance and loan restrictions will apply.

Games:

Games are not purchased due to difficulty in supply and low demand.

Language Courses:

Some Linguaphone courses remain in stock and are available for hire although increasingly we offer book and CD packs as a more cost effective option.

Requests and Recommendations

We welcome suggestions for stock and requests may be made for titles in any area of stock although their supply cannot be guaranteed. A reservation fee may be applicable. Requested items not held in our libraries stock will be considered for purchase if available.

If non-fiction items are not selected for purchase they may be considered for borrowing through the inter-library loan service (ILL). The inter library loan service provides the facility to request adult non-fiction items which are not available on the library catalogue. A request form should be completed and a request fee and inter library loan fee will be applicable. There is no guarantee that an inter library loan will be successful and some may be supplied as "reference only" (for use in the library).

Fiction, non-book items, children's books, musical scores and play scripts are not supplied via the ILL service.

Suggestions for purchase from members of the public will be forwarded to the Resources Librarian at libstock@liveborders1.org.uk who will make the decision regarding purchase.

Stock Circulation

Stock is bought for Libraries as a whole rather than for specific service points, in the expectation that titles will circulate between service points. The purpose of stock circulation is to offer readers a wide range of titles, to obtain best value from individual titles and to help to maintain and achieve a uniform standard of stock quality. Fiction, non-fiction, large print, DVDs and CD talking books are circulated by libraries on a continuing monthly program.

Stock Withdrawal

Stock which is no longer being borrowed may become part of circulating stock depending on its condition or it may be withdrawn. Stock is withdrawn from general use if it is stained, torn or dirty or contains inaccurate or outdated content. Travel guides and annual reference material are withdrawn if they are more than 3 years old. Reference material may be replaced with an online version if this is available.

Performance

We aim to make the most effective use of stock according to best value principles. Stock performance will be monitored and stock quality, usage and relevance will be assessed through a number of measures:

Evaluation of information from evidence based management tools

Percentages of stock on loan

Issue figures and analysis of the performance of different categories of stock

Monitoring of spending /purchase statistics

Review

This document will be reviewed regularly.

Last reviewed October 16