

<b>SHETLAND LIBRARY</b> <b>Stock Management Policy</b>
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## **1. Statement of purpose**

- 1.1 The Shetland Library's primary function is to provide materials and services to meet the cultural, educational, information and recreational needs of individuals, groups and organisations living and/or working in Shetland. A fundamental part of this service is the selection, acquisition, organisation, circulation and promotion of appropriate materials.
- 1.2 The collection is built up according to interest and need and to give best value from the available budget. The public library and school libraries cooperate so that services and resources complement each other.
- 1.3 The purpose of the Stock Management Policy is to guide library staff and to inform the public about how materials are selected and maintained.

## **2. Aims of stock management**

- 2.1 To provide a comprehensive, broad-based and balanced collection of materials in a variety of formats to serve the needs and interests of the community.
- 2.2 To ensure that individuals have access to the information they may require.
- 2.3 To ensure that the Library responds to the independent learning and information needs of all ages.

## **3. Selection based on community to be served**

The Shetland Library must have knowledge of the nature of the community and the needs of the people it serves, and be aware of the availability of resources in other organisations.

The selection of materials for customers will be based upon the following guidelines:

- 3.1 Materials should be of immediate or anticipated interest to individuals or groups in the community.
- 3.2 Subject coverage should be as broad in scope as the interest of the community and, within budget constraints, provide variety and depth.
- 3.3 Non-print materials shall be acquired to ensure that the needs of all are considered and supported.

3.4 Materials will recognise and promote a positive awareness of the multi-cultural nature of our society and the linguistic and cultural diversity of the community.

#### **4. Selection methods**

Library staff routinely consult a variety of sources to find appropriate books for the collection. Evidence used to inform selection is regularly gleaned from the Library Management System, which can highlight stock gaps, issue figures and volume of requests. Sources used to select books include:

4.1 Trade bibliographies, online databases and websites.

4.2 Periodicals, newspapers, publishers' catalogues and brochures.

4.3 Media publicity and announcements.

4.4 Staff and customer suggestions and requests (requests are not charged for at the Shetland Library).

#### **5. Selection criteria**

No single criteria can be applied when making a selection decision. The Library will develop collections of materials in a variety of formats that may include: books, newspapers, periodicals, maps, government documents, audio, large print, DVD, microfilms, CDs, software programmes, databases and networks. Books, periodicals and audio books in e-format may also be selected. Materials in new formats will be acquired and made accessible as they are judged suitable.

The selection of all materials will be based on:

5.1 Present and potential relevance to community needs.

5.2 Relevance to the existing collection.

5.3 Suitability of subject, style and reading level for the intended audience.

5.4 Depth of coverage.

5.5 Comprehensiveness of scope.

5.6 Competency of author, producer, or performer.

5.7 Price/value/maintenance cost.

5.8 Literacy and artistic merit.

5.9 Local content and/or authorship.

5.10 Potential to enrich and support the curriculum.

5.11 Age appropriate format.

5.12 Appropriate formats for ease of use, particularly by the visually or physically impaired.

5.13 Demonstrable uptake of parallel materials.

5.14 Particular national or local importance

## **6. Special collections** (General selection criteria apply to all categories)

### 6.1 Audio visual

6.1.1 The Library has built up a collection of varied music on CD. Currently only Shetland music is being added to the collection.

6.1.2 A wide range of audio books, both fiction and non-fiction, are bought to suit all ages. When available, an unabridged version is preferred. Formats are CD and eAudio.

6.1.3 Shetland Library purchases DVD films for educational and recreational purposes. Films purchased will include those in a range of languages, classic films, musicals, adaptations of books and films made in or about Shetland.

### 6.2 Young peoples' materials

6.2.1 Materials will cover a range of reading levels and abilities and will include items designed both for use by parents with their children and by children themselves.

6.2.2 The emphasis will be on picture books for pre-school children, popular reading for school age children and non-fiction materials which give complete, accurate information in an age appropriate format.

6.2.3 Books with special features are considered including:

- Lift-the-flap, tactile and board
- Early readers
- Dual language
- Language packs
- Audio books
- Junior large print
- Comic books

6.2.4 Decisions concerning children's use of specific library materials and/or electronic resources are the responsibility of their parents or guardians.

### 6.3 Language collection

A collection of junior and adult books in languages other than English, or dual-language is kept and added to by request.

### 6.4 Periodicals

Newspapers and periodicals are purchased to assure access to current information. Priority is given to those which are likely to be widely used, and reflect local, regional and national information. E-magazines and online subscriptions are also purchased.

### 6.5 Reference collection and electronic reference resources

The Library keeps a small collection of reference books, plus a wide selection of resources through online reference sites. These sites are subscribed to by the Library in order to offer them free to customers online through the Library website.

### 6.6 Local collection

6.6.1 The purpose of the Local Collection is to maintain, develop and make available a comprehensive collection of published and publicly-available information about Shetland, Shetlanders and selected subjects of long term local interest.

6.6.2 The sources in the Local Collection shall include books; newspapers; periodicals; printed material including unpublished material; microfilm; video tape; recorded music; series of maps of no larger a scale than 1:10,000 and any other media with the exception of collections of photographic negatives and archival papers.

6.6.3 Where appropriate, access shall be provided online with particular use of the Library website [www.shetland-library.gov.uk](http://www.shetland-library.gov.uk).

6.6.4 This section shall be under continuous review to ensure that changes in other organisations' policies do not leave gaps in the information record of Shetland.

6.6.5 The Library shall ensure the long term availability of the information within the collection by maintaining it in as near ideal physical conditions as is practical. This specifically includes means such as repairing; rebinding; microfilming; purchasing additional copies or any other appropriate means.

6.6.6 Generally, there shall be no disposal of stock from the collection though this is at the discretion of the appropriate manager.

6.6.7 The main collection will be housed in the public library and wherever possible contain at least one lending copy of each work.

6.6.8 A reference copy of each work will generally be kept in reserve but be readily available for use in the Library on request.

6.6.9 Sufficient lending copies will be bought to meet needs in public, mobile and secondary school libraries.

## **7. Donations**

Good quality donations may be accepted by the Library in any format with the understanding that the Library may utilize and/or dispose of these materials as it sees fit. For inclusion in the collection, donations must meet the established selection criteria.

## **8. Responsibility for selection**

Using the Shetland Library selection criteria, materials are selected by staff members with responsibility for specific collections with input from the broader staff team.

## **9. Stock maintenance**

Assigned staff will undertake periodic "weeding" or the removal of materials from the collection as an integral and ongoing aspect of stock management. Withdrawals must be approved by a member of the Management Team, and may be withdrawn if deemed to be:

9.1 Outdated in content and liable to mislead.

9.2 Superseded by newer, or revised editions.

9.3 In poor physical condition if repair and/or recovering are not appropriate.

9.4 No longer in current use and unlikely to be in future demand.

9.5 Duplicates of titles no longer in demand.

The following items are not normally withdrawn:

- Shetland materials.
- Items deemed to be of lasting value and interest.

Withdrawn materials may be sold by the Library to increase revenue.

## **10. Internet provision**

The Library provides free Internet access. The content of websites may not conform to the Stock Selection policy. Internet use is subject to our Acceptable Use policy. Under 16s may use the Internet subject to appropriate filtering and parental

permission. Beyond this, parents or guardians, not the Library staff, are responsible for material accessed by their children.

## **12. Intellectual Freedom and Censorship**

Library services are required by statute to deliver a free adequate library service for their community's needs. Libraries provide free access to information which promotes social justice, civic engagement and democracy within the law. Whilst the Shetland Library upholds the principles of freedom of expression, freedom to read, view and listen, and freedom of access to ideas in the conviction that these are essential to human growth and development, appropriate standards of decency and legality will inform the selection of material.

## **13. Review of Stock Management Policy**

This policy will be reviewed at least once every two years and revisions of individual sections will be undertaken as required. A copy of the Shetland Library Stock Management Policy will be readily accessible to the public on the Library website.

*Last updated August 2015*