

Stoke-on-Trent Library Service

*Imagination, Inspiration and
Knowledge*

STOCK POLICY

Revised December 2009

Excellent services, valued by customers

Introduction

Service aims

- Provide appropriate stock and material in a wide range of media and formats
- Provide stock and materials which will enhance the development of literacy in Stoke-on-Trent and foster a culture of Lifelong Learning within the Community.
- Provide stock and material which will assist the economic and social advancement of Stoke-on-Trent.
- Provide space for browsing, study and research
- Provide trained, helpful, welcoming and courteous staff to assist users and enable them to benefit from the service.
- Collect, preserve and make available appropriate material relating to Stoke-on-Trent
- Actively promote wider community awareness of the services, facilities and resources available from the Library Service
- Provide a service in accordance with the guidelines, policies and aspirations of the City of Stoke-on-Trent.

Policy objectives

- Stock will be provided to support all members of the community, irrespective of gender, race or disability.
- To satisfy current needs taking into account known tastes and preferences. Key areas are education, recreation, information and culture.
- Data gained from a variety of sources, such as consultation with current, lapsed and potential customers, will be used to inform the management of existing stock and the selection of new stock.
- Stimulate the sheer enjoyment of reading by supporting reader development.
- Support the Service Aims and Corporate priorities.
- Support key strategic Library Service documents such as Business Plan
- Support key external documents

Legislation

Legislation which impacts upon stock policy and provision includes:

- Public Libraries and Museums Act 1964
- Race Relation Act 1976
- Obscene Publications Act 1959, amended 1964
- Sex Discrimination Act 1975
- Video Recordings Act 1984

- Education Act 1986
- Copyright, Designs and Patent Act 1988
- Local Government Act 1988
- Children Act 1989
- Library Charges Regulations (England and Wales) 1991
- Human Rights Act 1998
- European Copyright Directive (2003)

Public Library Indicators

Current figures for Stoke-on-Trent are available from CIPFA website and relate to National Indicator 9 which measures the use of public libraries at the local level.

Controversial stock

The Chartered Institute of Library and Information Professionals (CILIP) have a policy statement on censorship:

“The function of a library service is to provide, so far as resources allow, all books, periodicals etc. other than the trivial, in which its readers can claim legitimate interest. In determining what is a legitimate interest the librarian can safely rely upon one guide only – the law of the land. If a publication of such matter has not incurred penalties under the law it should not be excluded from libraries on any moral, political, religious or racial ground alone, to satisfy any sectional interest.”

The library service will not add, or remove any item from our shelves solely at the request of an individual or group...We acknowledge that on occasion individuals may find items in our collections offensive. However, we do not label items to warn customers of potentially sensitive content and would only restrict access to material in order to protect it from damage or theft, not as a form of censorship,

It is recognised that children develop emotionally and intellectually at different rates and the expectation is that parents/carers will supervise children’s reading according to their knowledge of that child’s capacity to deal with the subject matter.

Composition of Stock:

Stoke-on-Trent Libraries will:

- Ensure stock is related to the needs of the community
- Aim to ensure a balanced stock with comprehensive subject coverage, whilst also ensuring an adequate stock of contemporary works in sufficient quantities to meet demand within the limitations of the budget.
- Maintain a good coverage of classic, standard and definitive works.

- View stock as a citywide resource and not just belonging to one individual library.

Donations:

The library service will only accept donations that are in a new or nearly new condition, unless they are of a special merit e.g. of local or antiquarian interest.

The initial decision of whether to accept donations rests with the individual Library Manager. However, the final decision on adding donations to stock rests with the Stock and Resources Unit Manager.

Donations accepted can be added to any library in Stoke-on-Trent

The same selection and stock editing criteria applies to donations as well as all other stock

Donations are not accepted in bulk, unless they are of a local interest; in which case the customer will be passed onto the Staffordshire and Stoke-on-Trent Archives Service.

Donations of magazines and newspapers are subject to the same criteria as books in terms of condition and suitability.

Unsolicited material:

Unordered material sent through the post, with an invoice, will not be accepted unless considered suitable for stock.

Should they not be required the sender will be notified of our rights and their obligations under the Unsolicited Goods Act 1971. Material not reclaimed within a month will be treated as a donation.

Formats available

Books:

The library service will provide books to meet customer needs in a variety of formats. These include hardback and paperback; large print; spoken word; graphic novels; simplified texts; newspapers and periodicals.

The library service will provide newspapers and magazines. Titles stocked are reviewed on a regular basis. At least one daily newspaper will be provided at each static library open for more than four days per week. Wherever possible the local daily / weekly newspaper is taken at smaller libraries.

Items where the physical format is not suitable for library use will not be selected. An exception could be justified by the subject matter, where there is no suitable alternative. Unsuitability can include inadequate binding, including some spiral bindings; the size and shape of the item making it unsuitable for library shelves; items such as workbooks where the user can fill in or mark sections; manufacturer's workshop manuals.

Electronic

The service will subscribe to electronic formats available via the internet where appropriate.

This will mean that in most cases the service will no longer purchase the book/ magazine version (hard copy).

Electronic versions will be provided where this:

- Increases the range of material available
- Is the most suitable current format available – being up to date and preferred method of supply by publisher/supplier
- Is cost effective
- Provides Best Value
- Is the most up to date information
- Retains currency far better than the book format
- Is the most comprehensive

Audio visual

Criteria for not purchasing stock will include:

- Price, especially if it is a boxed set.
- Too specialised.
- Packaging unsuitable for library use.
- Other recordings of the same music are already in stock
- The particular artist or composer is already well represented in stock
- The item has been previously in stock and withdrawn due to lack of interest

Sound recordings:

The library service will provide sound recording formats which follow trends and technological advances in the music and entertainment industry; where this is possible.

Although Sound Recording stock may be requested, it may not necessarily be purchased.

DVDs:

- Only DVDs available for rental are purchased.
- DVDs without the British Board of Film Censors Classification markings are not purchased unless 'exempt'.
- Donations or replacement copies of DVD from customers are not accepted.

Selection Criteria:

The following is taken into account when purchasing material for stock:

Quality

Including factors such as:

- Merit of author
- Reputation of publisher
- Expected shelf life

Presentation

Includes factors such as:

- Paper quality
- Print quality
- Quality and relevance of illustrations

Currency

- Latest available edition
- Whether topical
- Accuracy
- Whether comprehensive

Value for money

- Ensure best use of budget available

Relevance

- Topical interest
- Needs and interest of the community
- Balance of stock
- Known demands
- Best in field
- Filling a stock gap
- Of historical or local interest

Popularity

- Media coverage
- Listed for a literary prize
- Favourable press reviews
- Likely to be requested
- Expected number of issues.
- Sequel or Series -would consider whether other titles were in stock

Range of stock:

Stoke-on-Trent Libraries will provide a wide range of materials, including:

- Factual material to support lifelong learning and education up to undergraduate level
- Factual material to support recreational and leisure needs
- A wide range of literary and popular fiction.

- Reference and Information material in the most appropriate format.
- Books in languages other than English
- Audio-Visual Material

Fiction

A wide range of titles are considered for purchase, both popular and classic literature. All genres are considered and include debut novels, graphic novels and world fiction, translated into English.

Selected material will support the following:

- Reading for leisure and entertainment
- Contributing to the development of a wider reading spectrum
- Extending literacy and encouraging the reluctant reader
- Formats suitable for all sections of the community including, for example, large print and spoken word.

Non-Fiction

Stock selection will cover a wide variety of subjects, from basic to undergraduate levels. Certain stock is purchased as reference material for use in the library.

Selected material will support the following:

- Lifelong learning
- Personal development and attainment of the individual
- Leisure, entertainment and relaxation.

Request and Interlending Service

A request service operates in all libraries. There is no charge to request an item in stock, or already on order, by Stoke-on-Trent Libraries.

It may be possible to borrow items from a library outside Stoke-on-Trent. All libraries have details of this charged service.

Stock management:

There is an ongoing programme of stock management in place at all libraries; this includes both removal of stock for disposal; purchase of new stock; replacement of worn out stock where appropriate; transfer of stock to other libraries.

Disposal of stock

Stock surplus to requirements is withdrawn and can be offered for sale to the public.

The final decision on whether an item of stock will be disposed of rests with Stoke-on-Trent Library Service.

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