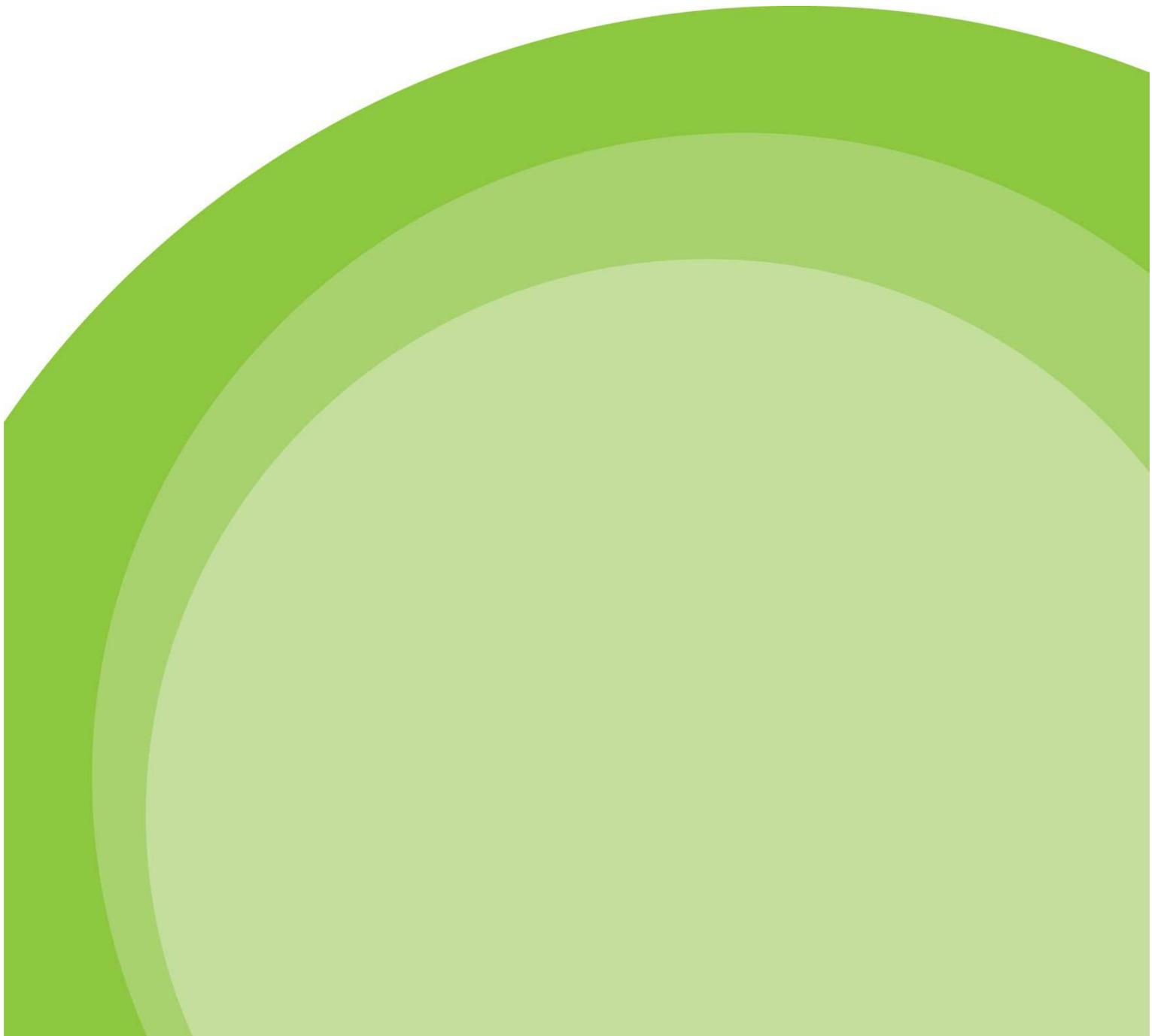




Draft Version

Stock Policy

Central Bedfordshire Libraries



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Introduction

Central Bedfordshire Libraries aim to provide, within our resources, access to the widest range of printed, electronic and audio-visual materials to support the information, learning, business, cultural and leisure needs of the whole community regardless of age, gender, sexual orientation, race, creed or ability.

This policy was updated in August 2017 and explains:

- How stock is selected and made accessible
- The position of Central Bedfordshire Libraries on censorship
- Why stock is circulated between libraries
- Why some stock is kept and other stock removed
- How stock is maintained and promoted
- How we measure the performance of stock

Aims of the Policy

The Stock Policy provides a statement of overall stock philosophy in Central Bedfordshire Libraries together with general principles relating to the acquisition, selection and withdrawal of stock. It is an evolving document which will develop in response to the needs of local communities. It reflects statutory requirements and legislation and the requirement to provide resources within a best value framework.

The Mission Statement of Central Bedfordshire Libraries

‘Central Bedfordshire Libraries are a vital community facility, committed to providing excellence and value in enabling the whole community to participate in lifelong learning and providing access to information, knowledge, works of creative imagination and information technology with particular emphasis on social inclusion, citizenship and democracy.’

Policy Framework

The Public Libraries and Museums Act 1964

‘It shall be the duty of every library authority to provide a comprehensive and efficient library service for all persons desiring to make use thereof.’

Government Priorities

Government priorities and policy for the library service can be found at <https://www.gov.uk/government/policies/library-services>

The Strategic Aims of Central Bedfordshire Council

For details see the Central Bedfordshire Council website - <http://www.centralbedfordshire.gov.uk>

The Library Service Strategy 2012

The Library Service Strategy sets out the vision and ambitions for Central Bedfordshire Library Service for the next 15 years, building on the service’s

current strong foundations. The strategy will see the Council continuing to provide a comprehensive library service to all residents, whilst also ensuring that it is more relevant, efficient and sustainable

A copy of the Library Service Strategy is available on request or can be found on the Central Bedfordshire Council website -

<http://www.centralbedfordshire.gov.uk>

The Library Reading Strategy

Please refer to the separate document.

Responsibilities

Library Services Manager

The ultimate responsibility for stock rests with the Library Services Manager, to whom complaints and disputes that cannot be resolved at other levels must be referred. The overall standards of service and service provision are generally the responsibility of the Library Services Manager. The allocation of the Resources Fund and partnership arrangements with Hub services are responsibilities of the Library Services Manager.

Business & Service Development Manager

The Business and Service Development Team is responsible for driving forward the key functions of ensuring efficient stock and budget management processes in order to maximize the resources fund and stimulate increased use of library services, monitoring stock usage and performance, managing the selection of lending and information stock, and maximizing stock exploitation and presentation including overseeing effective stock presentation and display in libraries.

The Business and Service Development Manager should be responsible for ensuring that physical and virtual stock meets the needs of communities, exploiting stock and ensuring that it is managed efficiently to maximize use of the resources funds, and promote reading, literacy, information and skills, supported by the Stock and Online Resources Team and the Marketing and Engagement Team.

Stock and Online Resources Manager

The Stock and Online Resources Manager is responsible for ensuring that physical and virtual stock meets the needs of communities, and for managing stock exploitation and presentation including overseeing effective stock presentation and display in libraries and for training and supporting Library Managers, Customer Services Supervisors and Customer Services Assistants in the management and maintenance of stock within libraries. The manager is also responsible for selecting stock via a variety of methods including Supplier Selection and also manages the resources fund budget.

The Stock and Online Resources Manager works closely with the Performance and Operations Manager as well as the Area Managers in regards to increasing issues through exploitation methods of stock in libraries.

Business and Service Development Officers

Service Development Officers within the Stock and Online Resources Team are responsible for the selection of stock within agreed stock policies, working under the Stock and Online Resources Manager and with input from other Service Development Teams where necessary on individual projects, and for training and supporting Library Managers, Customer Services Supervisors and Customer Services Assistants in the management and maintenance of stock within libraries.

The Performance and Operations Team

The Performance and Operations Team is responsible for the day to day running of individual libraries, including the key functions of leading managing and coordinating the effective day to day operations of the Library Service. The operations team consists of the Performance and Operations Manager, North Area Manager and South Area Manager (both of whom are also managers of main libraries) along with individual Library Managers, Customer Services Supervisors and Customer Services Assistants.

Library Managers

Responsibility for the display, care and maintenance of library stock within a specific library rests with that library's Library Manager, who will also be responsible for ensuring comments about stock are fed back to the appropriate Service Development Officer. Library Managers are responsible for ensuring that the stock in the library is of good quality and of adequate levels, by use of the library management system and other software, and the Digital Library Assistant, and by managing and taking part in stock maintenance routines including addition and withdrawal of stock, weeding shelves, stock circulation and stocktaking.

Customer Services Supervisors and Assistants

Customer Services Supervisors and Assistants are responsible for dealing with the display, care and maintenance of library stock by use of the library management system and other software, and the Digital Library Assistant, and by managing and taking part in stock maintenance routines including addition and withdrawal of stock, weeding shelves, stock circulation and stocktaking, under the supervision of Library Managers and with support from the Stock and Online Resources Team.

Hub services

Hub Services staff are responsible for providing a stock support service through the Acquisitions and Cataloguing Services, and also through Reserve Store and its associated collections, and the Inter-Library Loans service. The aim of Hub Services is to bring economies of scale, specialisation, and co-ordination to these stock procedures, and to perform an advisory and enabling role for the system as a whole.

Virtual Library Manager

The Virtual Library Manager works within the Hub and coordinates the purchasing of virtual stock, in partnership with the Stock and Online Resources Team.

Stock Selection

Stock selection for Central Bedfordshire Libraries will be carried out under the overall supervision of the Stock and Online Resources Manager, who will carry overall responsibility for the selection of appropriate stock for all services and service points under their control. The Stock and Online Resources Manager is also responsible for selecting areas of stock. Stock is selected using a variety of methods including supplier selection, pre-publication advance orders from suppliers, showroom visits, regular standing orders, requests, reviews and bestseller lists. Central Bedfordshire Libraries are part of a stock-purchasing consortium and wherever possible stock is procured through this consortium.

The main criteria for stock selection are:

- Popularity of the author, subject or genre
- Anticipated demand
- Authority and content
- Currency
- Value for money
- Format
- The needs of diverse communities
- Addition of value to existing collections
- Addressing gaps in collections
- Stock proportions for different stock areas
- Policy priorities for the library service
- Legislative guidelines

For some areas of stock, such as local studies, other factors are critical e.g. geographical relevance.

Virtual stock will be selected using the same criteria as physical stock. In addition the following criteria will also be considered:

- Evidence that information is kept up to date
- Adequate and logical internal navigation
- Searchability
- The availability of help files
- The maintenance of external links on the site
- Technical quality of the site e.g. the prevalence of scripting errors

Stock outside the scope of our normal collections policy will include:

- Books with additional objects (other than CDs, DVDs, maps)
- Books in a format unsuitable for our purpose
- Academic material e.g. theses (available through inter-library loan)
- Expensive luxury editions (except where of local interest)
- Self published books

- 'One-time' books i.e. those with space to write answers to questions

Relevant stock will be identified through diverse methods including community consultation and community profiles.

Self Published Authors

Books by self published or independently published authors will not normally be purchased due to the difficulties of obtaining them through our suppliers and of ensuring the quality of the stock, though books with a specific local studies interest may be purchased in some circumstances. When self published authors recommend their work to us it will be considered for the library service but due to the high volume of books that are purchased, Central Bedfordshire Libraries are unable to enter into correspondence about individual titles. Self published titles donated to the library service will fall under our policy for donations (see below).

Donations

Donations are subject to the same selection criteria that apply to purchases. The Library Service is not bound to add all donated material to stock, nor will it necessarily remain at the library to which it has been donated. The Library Service reserves the right to decline any donated material which is not suitable. Unwanted donations will be dealt with through a variety of means, including library book sales and the book recycling service.

Censorship and Controversial Material

Central Bedfordshire Libraries do not endorse or promote any particular political, social or religious ideology, nor will we knowingly stock or display any material that incites religious or political hatred or any material that is legally defined by law as obscene or blasphemous. The nature of this material is defined in UK legislation (see Appendix).

The only censorship is to be that established by the law of the land. Publications which have not incurred any penalties under the law will not be excluded merely because they are controversial but must be evaluated and judged using the selection criteria framework.

We will assume that older works will reflect the morals and social attitudes of their day, and that adults can make reasonable and critical evaluation of the views and opinions expressed therein.

Stock Provision

Physical Stock

The amount and range of stock held locally in each library will vary according to its size and its catchment population. All stock at all libraries is regarded as an authority wide resource and is managed accordingly by coordinating purchases across the authority and managing stock rotations and transfers across the authority. Each library, including the Virtual Library, acts as an

access point or gateway to the whole library service. We will not try to be fully comprehensive in providing stock in smaller libraries but there will be a range of stock to stimulate wider reading habits. Stock will be provided in different formats and languages to meet the needs of all sections of the community.

Virtual Stock

Our virtual stock currently includes:

- E-books
- E-magazines
- E-audio talking books
- Streaming and downloading music services
- A range of reference e-resources

Virtual Stock will be purchased for the Virtual Library and will be given equal priority to physical stock. A majority of our e-resources are a shared resource with Bedford Borough, and are managed by the Stock and Online Resources Manager in partnership with the Virtual Library Manager and Bedford Borough Libraries. If Central Bedfordshire Libraries decide to purchase an e-resource then this will be discussed with the Hub staff and Bedford Borough colleagues.

Access to Stock

Adult and Youth Lending Material

Books will be reservable at any service point. The Library Service reserves the right to decline the purchase of requested material. An alternative title will be offered if available.

Specific collections may fall outside of this remit which includes; Adult Fiction Bestsellers and Pick n Mix for children and young adults.

Magazines

All libraries offer periodicals for loan, the number of titles varying according to the size of library. Magazines will be loaned for one week. They will be regarded as books and will contribute to the 10 items that a reader can borrow, and will attract the same fines as books. Magazines can be renewed. They are purchased for a named library and are not circulated. They will not be available for request.

Reference Material

Reference books will not normally be available for loan. In cases where a small amount of specific information is required the Library may provide a photocopy of the appropriate sections (subject to copyright law). There will be occasions when it is not possible to supply a copy of a reference text except at the library where it is housed.

DVDs and Music CDs

DVDs and CDs will be reservable at any service point. The right is reserved to decline the purchase of requested material. One of the main purposes of providing access to DVDs and music CDs is that of income generation and titles are purchased based on anticipated popularity and demand. DVDs will not be selected if, in the opinion of the selecting member of staff, they contain scenes of gratuitous sex or violence. The existence of sexual or violent scenes will not automatically preclude a DVD from being selected. Material that is merely exploitive will not be selected.

Local Studies Material

Some local studies materials may not be available for loan due to the fragility, rarity or value of the item. Items will be assessed on an individual basis. Some material will be made available on the Virtual Library where copyright legislation and the physical condition of the item permits.

Requests and Inter Library Loans

Requests are a useful indicator of reader interest. However, titles will only be purchased for stock where they match the stock profile and enhance the overall contents of the collections. Requests not added to stock will be obtained through the inter library loans service whenever possible. As part of the policy of ensuring the most effective use of resources certain material may be subject to waiting lists. The normal selection criteria will apply to all requested items.

Where a title is not available from a branch of Central Bedfordshire Libraries and is not going to be added to stock, other sources will be approached with a view to borrowing the book or article. There is no guarantee that we will be able to supply all items requested and readers should be aware that inter library loans can take longer to obtain than internal loans. Inter library loans are restricted to adult printed material, whether books or periodicals. A number of premium services are provided by the British Library. If use is made of these services all additional costs will be passed onto the user.

Virtual Library and E-Resources

The Virtual Library is a shared resource between Central Bedfordshire Libraries and Bedford Borough Libraries, coordinated and overseen by the Virtual Library Manager. Where license agreements permit all online subscription services will be made available on the Virtual Library for access at any time.

Virtual Library content will be created by Central Bedfordshire Libraries (for example web pages, web links, local studies resources, and book lists) to complement and extend access to library stock. This content is available to both members and non-members.

The Internet and World Wide Web

Central Bedfordshire Libraries provide access to the Internet in all static service points. The use of the Internet is subject to certain statutory

restrictions and access is offered under the terms of the Internet Code of Conduct.

Storing Items in Private Ownership

Central Bedfordshire Libraries will not accept any items which remain in the ownership of organisations or individuals.

Transfers and Withdrawal

We will ensure that stock is of good quality and of adequate levels, by use of the library management system and other software, and the Digital Library Assistant, and by managing and taking part in stock maintenance routines including addition and withdrawal of stock, weeding shelves, stock circulation and stocktaking. Stock will be moved between service points with a view to maximising use and maintaining and refreshing stock. This will be done through transfers as part of regular stock maintenance and through stock rotations.

Stock may be withdrawn if:

- It is old or in poor physical condition
- It contains out of date or inaccurate material
- It is an old edition
- Individual loans on the item have declined

Stock will be transferred to Reserve Store, sold, recycled or discarded as appropriate. Requests from members of the public to purchase stock when it is withdrawn cannot be accepted.

Junior Stock

The exception to transferring stock is Junior stock will not be transferred due to the currency of the stock. Any item that is over 5 years old needs to be withdrawn and if a non-fiction item, to be sent to book recycling rather than placed in the book sale. This is due to the School's Library Service agreement between Bedford Borough Libraries and Central Bedfordshire Libraries. Any gaps in fiction and non-fiction need to be sent to the Stock and Online Resources Manager and/or the dedicated Stock and Online Resources team member for the specific library.

Conservation and Repair

Damaged items will be assessed as to whether they are to be rebound, repaired or discarded. Criteria for repair and re-binding include:

- Future use and popularity of item
- Stock condition
- Currency of information
- Existing subject coverage in the collections
- Availability of replacement
- Value for money

Materials from special collections and local studies collections will be conserved for the interests of future users. Methods may include binding, digitisation, facsimiles or removal to secure storage.

Presentation of Stock

- Furniture and shelving will be clean and presentable
- All stock will be in good condition and arranged in order so that both staff and customers can find what they are looking for quickly and easily
- Stock will be maintained to a physical standard which encourages use. On occasion, however, we may retain items which do not meet our normal standards in order to maintain an adequate level of coverage in particular subject areas or to preserve a particular item which is unique or irreplaceable or in demand.
- Shelves will be straightened up so that the stock on each shelf is roughly equal
- There will be a mix of face on and standard shelved stock
- Attractive and appealing displays will be maintained regularly
- Once part of library stock, sacred texts are managed in the same way as other stock items. Central Bedfordshire Libraries will not undertake to display or store these texts in the manner in which they would be treated in a sacred environment - for example a church, mosque or temple.

Stock Monitoring

Stock management will be assessed through a number of measures, including the use of stock information from the library management system.

Appendix – Legislation Informing Stock Selection

- Obscene Publications Act 1959 (and amendments)
- Public Libraries and Museums Act 1964
- Public Order Act 1986 (as amended by the Racial and Religious Hatred Act 2006 and the Anti-Terrorism, Crime and Security Act 2001)
- Copyright, Design and Patents Act 1988, Copyright (Visually Impaired Person's) Act 2002 and Copyright Act Guidelines 2003
- Children's Act 1989
- Human Rights Act 1998
- Freedom of Information Act 2000
- Terrorism Act 2000
- Terrorism Act 2006
- Racial and Religious Hatred Act 2006
- Local Government and Public Involvement in Health Act 2007
- Equalities Act 2010



A great place to live and work

Contact us...

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Write to Central Bedfordshire Council, Priory House,
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