

# Brighton & Hove City **Library** Service

## **Stock Policy and Guidelines**

**May 2005**



**Brighton & Hove**

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# **BRIGHTON & HOVE CITY COUNCIL**

## **LIBRARY SERVICE**

### **STOCK POLICY AND GUIDELINES**

#### **I. INTRODUCTION**

- 1.1. Stock is at the heart of the public library service, and should provide an unbiased, wide-ranging resource freely accessible to all those who live, work or study in Brighton & Hove. The selection and maintenance of stock are essential to meet the requirements of the 1964 Public Libraries and Museums Act under which Brighton & Hove City Council has a statutory duty to provide a comprehensive and efficient library service. It is also necessary to meet the requirements of standards laid down by the Department for Culture, Media and Sport.
- 1.2. This policy defines stock as being all the materials, both printed and electronic, acquired or borrowed by the Library Service to meet the needs of the community it serves. Materials are provided in a variety of formats but increasingly current information is provided electronically rather than in print. Online and other electronic resources are being made available via libraries and the library website.

#### **2. LEGISLATION**

- 2.1. Stock acquisition must comply with current legislation, and the following statutes must be considered as part of the provision procedure: -
  - Public Libraries and Museums Act 1964
  - Obscene Publications Act 1959
  - Race Relations Act 1976
  - Video Recordings Act 1984
  - Copyright, Designs and Patents Act 1988
  - Local Government Act 1988
  - The Children Act 1989
  - Disability Discrimination Act 1995
  - Human Rights Act 1998
  - Freedom of Information Act 2000
- 2.2. By law the core lending service is provided free of charge to all who live, work or study in Brighton & Hove. However, there is statutory provision for libraries to charge for reservations and the loan of certain non-book materials.

### **3. FREEDOM OF CHOICE**

3.1. An important strength of the public library service is its neutrality and impartiality at the centre of the community it serves. It is not the role of the Library Service to act as censor or to promote particular campaigns or sectional views to the disadvantage of others.

3.2. The Library Service adheres to the following statement made by the Chartered Institute of Library and Information Professionals (CILIP): -

*“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 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 the 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 public is entitled to rely upon libraries for access to information and enlightenment upon every field of human experience and activity. Those who provide library services should not restrict this access except by standards which are endorsed by law”*

3.3. A key element of this Stock Policy is to ensure that library service stock reflects all shades of legitimate opinion. Publications that are legally available will not be excluded. Each will be evaluated and judged by the standards and selection criteria as set out elsewhere.

### **4. OBJECTIVES OF THE STOCK POLICY**

- To provide for the evolving educational, information, cultural, lifelong learning and recreational needs of all members of the community.
- To support the corporate policies and priorities of Brighton & Hove City Council.
- To support, where appropriate, national initiatives emanating from Central Government and other organisations.
- To provide a customer focus to stock management by listening and responding to the expressed needs of the community.
- To enable the greatest number of people to have access to the widest range of titles/sources of information.
- To achieve Best Value for the Library Service by: -
  - Obtaining library materials in the most cost-effective way
  - Ensuring the efficient and effective use of library materials, and consistency in stock management through a service wide approach to selection, development and maintenance.
- To achieve Public Library Service Standards and Best Value Performance Indicators

## **5. STOCK PROVISION**

- 5.1. The aim, subject to budgetary constraints, is to provide an overall stock that will meet the needs of the whole community, regardless of age, gender, sexual orientation, race, creed or ability.
- 5.2. The library service aims to provide a varied, broad-based and balanced stock, relevant to the reading tastes and information needs of the community, and sufficient to cater for the majority of everyday demands. The amount of stock held locally in each library varies according to its size and catchment population, but all are part of the library service network, and none are expected to be individually self-sufficient.
- 5.3. All stock at all libraries is regarded as a service wide resource, to be shared and exploited through exchange programmes, rotation plans and inter-library lending.
- 5.4. The Stock Policy aims to foster reader and audience development through targeted purchasing.
- 5.5. Community and stock profiles help to identify the specific requirements of individual libraries. Local knowledge of groups and organisations, together with feedback from users gained through reading groups, letters, comment forms, surveys, requests, issue statistics, enquiries and other management information are used in the stock development process.

### **5.6. Rotation Plans**

The stock of each library is reviewed systematically to maximise use and to ensure that each library receives a regular allocation of new and different titles. The Library Service computer system has the facility to use pre-determined rotation plans to trigger relocation to the next library on the rota at regular intervals. Themed collections of supplementary library stock are circulated in this way.

### **5.7. Security**

The Library Service takes a range of reasonable and cost-effective measures to ensure the security of vulnerable materials. These include security systems and devices, CCTV and supervised access for certain stock including rare books.

### **5.8. Requests**

Requests may be made for titles in any area of stock although their supply cannot be guaranteed. Charges that are regularly reviewed are made for this service, though currently items available or order within The City's libraries can be requested free of charge. The acquisition of any given item will depend on cost, subject matter, alternative titles, physical format and whether the item can still be purchased. In the case of some titles using the regional and

national inter-library networks may be the most appropriate and cost effective way to fulfil a request.

## 5.9. Donations

Donated materials are welcome on the understanding that the gift is without conditions. The Library Service reserves the right to use donated materials to the best advantage of the service as a whole, and to dispose of any materials not required as it sees fit. Where proposed donations may not be suitable for library stock, donors will be advised that their gifts can be better utilised elsewhere.

## 5.10. Stock Selection

5.10.1. Stock selection involves all librarians using Community and Stock profiles supplemented by management information. Selection methods include collections of newly published titles, electronic data (i.e. suppliers' selection tools and reviews posted on the internet), reviews, visits to contracted suppliers and local booksellers, publishers' lists, recommendations from staff with specialist subject interests, and readers' requests. Readers' comments, consultation with front-line staff, and stock gap information collected from readers are also taken into account.

5.10.2. Evaluation is made at four levels with the following being taken into account:

- *Content* Educational and/or recreational value, currency, reliability, authority of the author, standing of the publisher, availability of the information elsewhere, and the legality of the item.
- *Format* The quality of production and its durability in terms of library use. The most suitable format available is chosen to benefit the library service in general. Unsuitable formats include spiral or loose leaf bindings, and workbooks with fill in sections for personal use are generally not purchased
- *Coverage* Consideration is given to the existing coverage of a subject, and whether an item adds something new.
- *Price* If an item is satisfactory in terms of content and format then the price is taken into consideration. It will only be purchased if it represents good value for money.

## **5.11. Regional Co-operation**

- 5.11.1. As part of regional inter-library co-operation Brighton & Hove Libraries participates in a scheme to share library catalogue information and facilitate interlending. Through this scheme local authorities can agree to purchase more expensive and specialised books in designated subject areas in order to avoid unnecessary cost and duplication. Any of these titles is then available to be borrowed by any other library in the region on behalf of a user who has requested it. Titles can also be borrowed from further afield if not in stock in the region. The library service subscribes to a national interlending scheme in co-operation with other public and academic libraries as well as the British Library.
- 5.11.2. The library service is looking to further strengthen regional co-operation through participating in more formalised initiatives including supporting a centre for excellence project aimed at extending regional co-operation on purchasing.
- 5.11.3. The library service is also co-operating with other regional public library authorities in a scheme to rationalise store holdings and focus on different subject strengths in each authority

## **6. RANGE OF STOCK PROVIDED AND STOCK GUIDELINES – FOR ADULTS**

### **6.1. Non-fiction**

- 6.1.1. The provision of adult non-fiction is a core function of the Library Service. The aim is to buy the very best material from the 116,000 plus titles published each year to meet the needs of the community for education, lifelong learning, recreation and leisure.
- 6.1.2. Brighton & Hove libraries provide a wide range of titles in both hardback and paperback from titles targeted at adults with literacy issues to undergraduate level. Graduate and research material is provided, where appropriate, by selective purchase and co-operative inter-lending.
- 6.1.3. The selection and maintenance of all non-fiction stock is co-ordinated through the Stock Development Plan.
- 6.1.4. The following guidelines apply as part of the selection process: -
  - Because of their infinite nature car and motorcycle manuals are not purchased.
  - Pocket guides or annual editions of travel guides are avoided, unless there are no other alternatives. Travel guides more than five years old are not retained. It is policy to ensure a good geographical coverage.
  - Coffee table books, material only suitable for personal use, and other items considered ephemeral are not usually purchased.

- Computer manuals containing floppy discs are not bought because of the possibility of virus contamination.
- Course books and revision guides/notes are avoided unless the information is unavailable in any other way.

## 6.2. Fiction

6.2.1. The provision of fiction is also a core function of the public library service. Brighton & Hove libraries cater for a broad spectrum of reading tastes by providing an extensive range of titles including: -

- First novels by new authors
- New novels by established authors
- Novels by established authors still available in print, including the classics.
- Novels published only in paperback.
- English translations of novels from other languages.
- Fiction in Asian and European languages appropriate to the local ethnic communities
- Graphic novels
- Novels in formats designed to appeal to adults with literacy issues.
- Multiple copies of popular authors are bought in Large Print, but only one copy of less popular titles is added to stock. These are circulated as part of the regular stock rotation plan.

6.2.2. However, light romantic fiction such as Mills and Boon and Black Lace are not purchased because of their short life span.

## 7. RANGE OF STOCK PROVIDED AND STOCK GUIDELINES – FOR CHILDREN

7.1. Libraries provide a range of resources for children aged from 0 to 14 years of age within a designated area of each library. A balance between fiction and non-fiction is maintained.

7.2. The stock is selected with the aims of: -

- Encouraging reading for pleasure.
- Cultivating the use and understanding of language.
- Supporting and promoting literacy
- Supporting emotional and intellectual development.
- Supporting the National Curriculum
- Helping children and young people pursue their interests.
- Meeting the needs of specific client groups e.g. ethnic minorities, children with special needs, LGBT families.
- Reflecting the positive values of a multi-cultural and diverse society.

7.3. Highly qualitative judgements are applied by specialist staff in selecting stock for children regarding content, format and production, arrangement and illustrations.

#### 7.4. **Fiction**

7.4.1. Books that present difficult situations in a positive way are purchased.

7.4.2. Books featuring stereotypes of class, race, gender, religion or ethnic origin or tokenism are generally avoided. However, some titles recognised as classics may contain attitudes that are no longer acceptable, particularly in relation to race and ethnicity. These are kept in the Reserve Store, and are available on demand.

7.4.3. Translations are purchased if produced in good English.

7.4.4. Abridged editions are stocked where they retain the essence of the original and show sensitive editing of the original text.

#### 7.5. **Non-fiction**

Stock both for loan and for reference is balanced to reflect children's educational and leisure needs. Libraries attempt to cover topics included in the National Curriculum where there is a known demand. This includes material on sensitive issues such as abortion, Aids, animal rights, drugs, medical ethics, and terrorism, lesbian and gay issues and gender issues where they present a broad, balanced view.

#### 7.6. **Spoken word**

Spoken word recordings are provided in children's libraries. The collection concentrates on popular titles, with a balance between full-length and abridged versions cassettes and CDs and selection is made from the lists of specialist publishers.

#### 7.7. **Videos and DVDs**

Videos and DVDs with U and PG classification are available in children's libraries. The collection concentrates on titles that will appeal to all age groups including TV adaptations and films of books for children.

#### 7.8. **Teenage**

7.8.1. Teenage collections in children's libraries are aimed at the 12 to 14 age groups. However many younger children will want to select from this collection and in reality the readership will be from 10 upwards. Young people in this category have an interest in books that deal with adult issues and difficult, possibly controversial themes. This section includes books that deal with these issues in an honest and sensitive way and will act as a stepping stone to introduce readers to the young people's collections.

7.8.2. The collections are not a substitute for parental interest and involvement in young people's reading.

## 7.9. **Parent Information Collections**

7.9.1. The needs of adults caring for children are met through the provision of materials to:

- Assist knowledge of child development.
- Enhance an awareness of how children cope with new experiences.
- Assist children to understand their own and other people's situations.
- Assist children in the acquisition of listening, talking, reading and writing skills.

## 7.10. **Toy Library Services**

7.10.1. Play is the principal means by which young children learn about the world. Toys and games contribute to the physical, intellectual and social development of children of all ages.

7.10.2. Toys and games are available for loan in order to encourage the active involvement of children, parents and carers in play as a shared and pleasurable activity. Stock is educational in the widest sense.

7.10.3. Selection is made using the following guidelines in order to: -

- Provide stock for users of all ages and abilities but concentrating on the 0–12 age range
- Meet the needs of specific user groups and provide stock that promotes a positive image regardless of age, sex gender, sexual orientation, race, creed or ability.
- Provide stock that is safe, durable, hygienic, well made and has good play value.
- Avoid toys that are considered to be ephemeral, or a short-term trend. These will not be purchased.
- Avoid toys that encourage violent behaviour. These will not be purchased.
- Provide a selection of some larger, more expensive toys in order that users can borrow items that they may be unable to afford.
- Provide a selection of simple musical instruments for loan especially suitable for pre-school use.
- Provide a selection of basic and seasonal sports equipment for loan.
- Provide wipeable dressing up cloths and toys, but not those that require washing.

## **8. RANGE OF STOCK PROVIDED AND STOCK GUIDELINES – FOR YOUNG PEOPLE**

- 8.1. In recent years Brighton & Hove City Libraries have developed a collection of stock specifically aimed at young people aged 13 to 19 years, in an attempt to bridge the gap between the stock for children and that for adults. The Teenage Reading stock is currently available at several libraries with an aim to extend this collection to all libraries in time.
- 8.2. The stock selection shares the aims listed under the selection of Children's stock, please see 6.2. An effort is made to select stock, which is both appealing and appropriate to those aged 13 to 19 years. In the attempt to support and promote literature the collection includes both contemporary and classic literature. In addition to the wide range of fiction in paperback and hardback, the collection includes formats such as graphic novels and magazines, which particularly appeal to the target audience with the intention to contribute to the promotion of the enjoyment of reading.
- 8.3. The inclusion of other formats of stock which are particularly appealing to those aged 13-19 years are also considered. A pilot collection of console games is currently running at Jubilee Library to encourage those aged 13-19 to use the library. The content and target age-groups are carefully considered before selecting such material.
- 8.4. The non-fiction collection attempts to provide material providing information on hobbies and pastimes, life issues and some study support. The collection includes some material which will support the national curriculum but in no way attempts to duplicate that which is provided in school or college libraries. The collection does not include course books. A small selection of GCSE revision guides is included but no attempt is made to provide a comprehensive collection of all GCSE subjects. A-Level course books or revision guides are not included in this collection.
- 8.5. Young people have been involved in several forms of consultation, contributing ideas for stock. The Teenage Reading Group have attended, and actively participated in, book-selection visits to a local book supplier. Other young people have attended a Focus Group contributing suggestions for stock material for this collection.

## **9. REFERENCE AND INFORMATION SERVICES**

- 9.1. Reference materials are purchased to provide factual information in order to answer enquiries. Increasingly access to information is being provided electronically. Printed volumes are being superseded by electronic information that is more current and automatically updated. Links to an increasing number of electronic resources subscribed to are provided via the library service website.

- 9.2. Stock is selected from publishers' catalogue, on-line and CD-Rom selection tools, visits to suppliers and book shops, second hand booklists, auctions for special collections and suggestions from users. The aim is to provide:-
- A core collection of government publications in hard copy and electronic access to a wide variety of government information.
  - In order to support the Community Legal services initiative, the law collection will provide a core selection of layman's guides and loose-leaf subject based digests of the law. We do not provide materials that are primarily for the use of law practitioners.
  - General career books and encyclopaedias, but not material on individual careers.
  - Directories on an annual basis or replacements when a new edition is published.
  - EU information to the general public in our role as European Public Information Centre. A comprehensive but general collection of printed material is provided, to include company, product and market information. Further resources can also be accessed online.
  - Journals and newspapers to cover a broad spectrum of views and interests, but not those covering specialised, professional or academic disciplines (eg. Accountancy) which should be available at other special or academic libraries.
  - Community information in a variety of formats but primarily online through the ESCIS database available via the library service website
  - Council information including access to the City Direct service
  - Travel guides within two or three chosen series. Guides that are more than two or three years old are not retained.
- 9.3. The reference section does not purchase reference monographs such as biographies and histories.
- 9.4. Brighton and Hove libraries hold the main reference collections. Small basic collections are available at community libraries.
- 9.5. Contacting or referral to other information providers meets demands for more specialist information, either locally, in the region or nationally.
- 9.6. All reference materials are selected for their currency, accuracy, accessibility and the need for particular subject matter or content. They are provided in the most appropriate format available, subject to physical and budgetary constraints.
- 9.7. Electronic sources via CD-ROM and the internet are exploited and subscribed to as necessary as they become more widely available and replace print-based services.

## **10. EQUAL ACCESS SERVICES**

- 10.1. Equal Access Services have been developed for the recreational, educational and information needs of those unable to come to the library or use mainstream library services owing to disabilities. It is the aim of the service to meet the needs of users in the most appropriate way.
- 10.2. Stock is obtained in a variety of ways, including selection from publishers' catalogues, visits to showrooms for Large Print and audio materials, and specialist suppliers such as RNIB and RNID, as appropriate.
- 10.3. The following guidelines are used: -
- Material is selected in the most suitable format to meet the needs of the intended client group. This may include Large Print books, audio tapes and appropriate videos or DVDs.
  - Use is made of the inter-library loans system when necessary, along with the resources of specialised local or national organisations.
  - Use is made of the RNIB service to provide a wider range of choice for visually impaired users than that offered by commercial publishers.
  - All stock is examined regularly to monitor use, currency and physical condition.
  - A reminiscence collection is supported with our partners in the Museum Service.

## **11. LOCAL STUDIES**

- 11.1. The principal collections of local studies material in a range of formats including access to electronic resources are provided in the Brighton History Centre and Hove Library for reference use, with the primary purpose of preservation for future generations. Both new and older material is purchased for these collections. Smaller lending collections of more recently published items are available in each library.
- 11.2. The following guidelines are used to develop the local studies collections and aim to:-
- Provide a comprehensive collection covering Brighton and Hove with a smaller range of stock covering the wider Sussex area.
  - Purchase of all material relating to Brighton and Hove, and some substantial works on towns and villages for the rest of Sussex.
  - Continue to build on the existing collection of ephemera, pamphlets and any related material.
  - Maintain our valuable collection of local newspapers, cuttings files and periodicals.
  - Provide a wide range of illustrative material including photographs, postcards, slides and prints.
  - Provide large-scale maps for the Brighton and Hove area.
  - Include local materials in all appropriate formats.

- To supply an extensive and imaginative collection of resources for family history research for Brighton & Hove, Sussex, other UK counties and English-speaking countries abroad.
- Continue to liaise with the Museum in the development and exploitation of our joint local studies resources.

### 11.3. Brighton History Centre objectives

- To celebrate Brighton's history and the lives of its citizens, past and present, through printed, visual and aural material
- To create, through its stock and services, a nationally recognised centre of excellence for information on Brighton's history and culture
- To attract and reflect, through its stock selection, the City's diverse population
- To effectively address the needs of genealogists by providing as broad a range of material as possible in appropriate formats
- To promote partnership working with similar organisations in order to disseminate information on resources held locally and by specialist providers
- To continue to conserve our valuable special collections through stock maintenance and digitisation programmes whilst still allowing public access

## 12. **MUSIC**

### 12.1. **Books**

Music books are selected according to the guidelines for adult lending stock.

### 12.2. **Music Scores**

12.2.1. Stock is selected using a number of sources including suppliers' lists, publishers' catalogues and the Music Publishers' Association catalogue. Requests and suggestions from borrowers are also taken into account in the selection process.

12.2.2. The following guidelines are observed: -

- Orchestral sets are not purchased since these are obtainable through the inter-library loans service
- A small collection of vocal music sets is provided at Hove Music library, with the emphasis on the popular core repertoire.
- Most orchestral scores are provided in miniature format since this is most convenient for the majority of users. Only a small selection of full (large format) scores is bought.
- A collection of scores by contemporary composers is maintained, with particular emphasis on British music.
- A comprehensive collection of chamber music parts (e.g. trios, quartets and quintets) is maintained, but music for unusual instrumental combinations is not a priority purchase.

### **12.3. Recorded Music**

- 12.3.1. The recorded music collection consists of stock selected to suit a wide range of tastes and interests, aimed at appealing to all sections of the community and making a positive contribution to counter social exclusion. Extra care will be taken over sensitive material and items promoting illegal acts (eg. murder) will not be purchased. The balance of stock aims to have a popular bias with the intention of making the service as self-financing as possible. Ephemeral or novelty items are avoided.
- 12.3.2. Stock is selected using several different sources, including reviews in monthly periodicals, annual guides to recommended recordings, manufacturers' catalogues such as Music Master and Gramophone, and Cramer's lists of new releases. Requests for items not in stock are also taken into consideration.
- 12.3.3. To ensure maximum use, stock is circulated throughout the Library Service.
- 12.3.4. Currently the recorded music collection consists almost entirely compact discs. Developments within the recorded music industry will be monitored and existing and new formats will be considered as potential lending stock.
- 12.3.5. It is illegal for libraries to lend recorded music items within the first three months of the release date. We will ensure that recordings purchased are available in libraries as soon as this holdback period has elapsed.

### **13. VIDEOS AND DVDS**

- 13.1. Videos and DVDs are provided in all libraries as an income generating service. The collection concentrates on popular feature films and world cinema, with a mixture of new releases and back catalogue titles. A small range of popular non-fiction titles reflects the educational, informational, cultural and leisure interests of the community.
- 13.2. DVDs and videos of all classifications are purchased and are selected on their individual merits within the budget resources available.
- 13.3. To maximise use and income all video and DVD stock is circulated between libraries.
- 13.4. As the retail market place moves increasingly from video to DVD, library provision will reflect this by purchasing an increasingly higher proportion of DVDs than videos. Further new formats will be considered for purchase as they become established in the market place.

#### **14. SPOKEN WORD**

- 14.1. Spoken word recordings are provided in all libraries. The collection concentrates on popular titles, with a balance between full-length and abridged versions, CDs and cassettes and selection is made from the lists of specialist publishers.

#### **15. SPECIAL COLLECTIONS**

- 15.1. Brighton and Hove Libraries have a wide-ranging collection of rare books and archive material available for public use. This can be divided into three main categories: books and manuscripts of varying age and rarity, pictorial ephemera, and individual collections donated by local benefactors.
- 15.2. Among the criteria for deciding the rarity of a book is its age. Any item published before 1850 is automatically considered rare. Other considerations for rarity value include first and limited editions, books annotated or signed by the author, and hand written items.
- 15.3. Rare pictorial ephemera include photographs, postcards, illustrations and slides. Most of these cover subjects of local importance. Many are unique, irreplaceable and of a considerable age.
- 15.4. Any item bequeathed to the Libraries is considered part of a special collection and treated as rare regardless of its age or individual rarity. Many of these collections formed the basis of the original Brighton Reference Library and are important as part of the heritage of the Library Service we know today. Some collections are subject specific and give valuable insight into the scholarship of their day. Others, like the Cobden Collection of agricultural pamphlets and the Wolseley Collection of Victorian scrapbooks and letters, are unique due to the disposable nature of ephemera.
- 15.5. The following guidelines are used to develop and exploit the special collections: -
- A programme of preservative conservation of special collections and rare materials has been developed.
  - Close liaison is kept with the Museum in the development and exploitation of our joint resources.
  - New sources of of funding to facilitate ongoing restoration, conservation, promotion and display special collections are sought.
  - Financial bequests intended to support and supplement the special collections are used for this purpose.
  - Stock is only selected if it enhances an already established collection, or if it provides information on particular aspects of caring for special collections.
  - Stock is selected using specialist booklists, specialist book or picture sellers and auctions.

## **16. STOCK RETENTION AND DISPOSAL GUIDELINES**

16.1. All items of stock are purchased for the benefit of the Library Service at large, and maximum use is achieved by regular rotation throughout its life, as appropriate.

16.2. All areas of stock are reviewed regularly to ensure: -

- That stock is maintained in good condition.
- That stock is still relevant to community needs.
- That content and information is still current and accurate.
- That usage justifies retention.

### **16.3. Adult Lending and Children's Stock**

16.3.1. Careful consideration is given to the last copy of a title, which is retained in the Reserve Store according to the following criteria: -

- If it is a definitive work
- The content is likely to be of historic or local interest
- The plates/drawings/illustrations are especially good
- Coverage of the subject area is very limited and cannot be obtained elsewhere
- The title is a classic/standard work currently not available in print

16.3.2. Material in the Reserve Store is available to all through the reservation system or by personal visits.

16.3.3. Stock falling outside the retention policy is withdrawn and disposed of as appropriate, generating income or being recycled wherever possible.

### **16.4. Local Studies and Special Collections**

16.4.1. Because of the nature of the collections concerned it is not policy to discard material, much of which is irreplaceable. The Library Service has a responsibility to preserve as much as possible for future generations.

### **16.5. Music and Video Recordings**

16.5.1. The disposal and retention of music and video recordings are subject to the same criteria as other library materials.

16.5.2. The last copy of any recordings which have outstanding artistic merit, or which have historical significance are retained in a separate reserve store. They are available through the reservation system.

## **17. WITHDRAWAL GUIDELINES**

17.1. Maintaining stock to a high quality and ensuring maximum relevance and use is an ongoing process, which requires constant editing, revision and circulation of stock.

17.2. Stock should normally be withdrawn under the following circumstances:

- when in poor physical condition
- when unsuitable for binding or repair
- the content is out-of-date
- a later edition or better alternative is available

17.3. Careful consideration on the withdrawal of stock should be given in every case. Age of stock is a significant factor in continued use and therefore all titles acquired more than eight years ago should be re-evaluated against withdrawal criteria for retention on library shelves or in the reserve collection.

### **17.4. Physical Condition**

- All books should be clean inside – where pages are torn, stained, defaced or very discoloured, books will be removed from the shelves.
- Binding should be in good condition – books with loose pages or damaged spines may be repaired or rebound as appropriate.
- Dirty or damaged jackets and wallets will be cleaned or replaced if the condition of the book warrants it.
- Audio-visual materials should be properly packaged – damaged or scratched cases will be replaced subject to resources
- Damaged or faulty AV materials will be removed for checking and replacement if appropriate
- Faded or worn labelling on covers and cases will be replaced if the condition of the item warrants it.

### **17.5. Content**

#### **17.5.1. Adult fiction and non-fiction**

- Titles that have not been issued in the last six or for more than three times in three years should be considered for withdrawal, relocation or transfer to Store, depending on the physical condition and the specialisation of the content.
- Superseded editions with outdated or inaccurate information should be withdrawn and replaced where necessary.
- Tourist guides over four years old should be removed if not already replaced.

### 17.5.2. **Children's and young people's stock**

- Content will be reviewed for relevancy, accuracy, bias and need, especially in information books that are five or more years old or on subjects that date quickly e.g. information technology, communications and TV tie-ins
- Non-fiction items eight years old should be removed.
- Items in a dull or outmoded style will be removed.
- Withdrawn items should be disposed of to avoid outdated material from libraries finding its way into schools and homes.

### 17.5.3. **Reference**

- Reference stock needs to be edited to ensure currency and accuracy – stock containing out of-date or misleading information will be removed.
- Standing orders will be used to ensure relevant annuals and directories are updated as soon as a new edition becomes available.
- Annuals and directories over three years old will not generally be retained.
- Stock will be considered for withdrawal when its content is more practically available in another format.
- Duplication of specialised items with other accessible local information providers will be avoided.
- Tourist books for reference containing listings and prices will be removed if over three years old.

### 17.5.4. **Reserve Store**

- Reserve collections should provide relevant, working back-up subject coverage to the collections on the open shelves, but items should only be retained if they have sustainable long-term merit or value for library users in the City.
- Where material has not been used for over five years it will be withdrawn unless it is a unique valuable item, of historical interest, provides subject support to our special collections or is included in our regional subject specialisation.
- Local academic library subject strengths should not be duplicated – little used stock in these areas should be offered to them to support their collections.
- Long runs of material will not be kept indefinitely, but rather assessed to see if they are still useful, relevant or meet an established research need.

## **18. DISPOSAL**

- 18.1. Stock identified as surplus to requirements through the withdrawal criteria should be offered for reuse or recycling whenever possible.
- 18.2. Stock will be offered to local academic institutions, relevant specialised libraries, charities including local charity bookshops and aid organisations or other local organisations that may be able to make use of them.
- 18.3. If stock offered is not accepted by contacted organisations it will be offered for sale either directly to the public through library organised sales or via secondhand booksellers.
- 18.4. Any stock remaining or that is such a physical condition that it is not suitable for offer or sale will be offered to recycling agencies such as the local Magpie co-operative. This will incur a disposal charge and an additional fee if hardback covers need to be removed.
- 18.5. Every effort will be made to recycle stock so that there is no need for landfill disposal.