

# STOCK POLICY

## **1. Framework**

1. Aims of the Stock Policy
2. Definition of Stock
3. Scope of the Stock Policy
4. Legislation
5. County Council Policies

## **2. Staffordshire Library & Information Service**

1. Libraries
2. Staff

## **3. Acquisition Policy & Allocation of Financial Resources**

1. Acquisition of Stock
2. Donations
3. Unsolicited Stock
4. Allocation of Resources for Books and other materials
5. Other sources of Funding

## **4. Stock Selection**

1. Aims
2. Objectives
3. Criteria for selection
4. Controversial Material
5. Levels of provision
6. Methods of selection

## **5. Arrangement & Promotion of Stock**

1. Signing & Guiding
2. Stock Arrangement
3. Display

## **6. Library Database**

1. Aims
2. Standards
3. Acquisition of data
4. Classification and genres
5. Currency
6. Public Access

## **7. Reservations and Interlending**

1. Items in County Stock
2. Items not in County Stock
3. Interlibrary Loans

## **8. Stock Management**

1. Stock Maintenance
2. Circulation
3. Binding
4. Reserve Stock
5. Disposal of stock
6. Stock loss

## **9. Staffordshire Reading Strategy: Summary**

# 1. Framework

## 1.1 Aims of the Stock Policy

The overall policy objectives regarding Stock are:

- ◆ To develop a series of standards and performance measures for all aspects of stock acquisition and management.
- ◆ To ensure the funds available are used effectively to provide value for money, ensuring a consistent approach, and maximising the availability of items in all libraries across the county.
- ◆ To ensure that the stock, in whichever format it is provided, reflects the needs of all users whatever their interests, abilities or cultural backgrounds.
- ◆ To assist staff to develop their knowledge of and interest in the stock, and to encourage imaginative promotion and reader development.
- ◆ To adopt the best use of IT in selecting, purchasing and managing materials.

## 1.2 Definition of Stock

Stock is defined as all books, periodicals, maps, printed music, audio books, sound recordings, DVDs, eBooks, electronic resources or any other format that is acquired for library users to access in the library or remotely via the Online Public Access Catalogue (OPAC).

## 1.3 Scope of the Stock Policy

The policies set out in this document primarily cover the provision of the public library service. Services to schools and prisons are also provided by Staffordshire Library and Information services, on subscription basis, to those schools and prisons that buy in to the service. All areas of the service work together and support each other in their areas of expertise.

Although there are parts of this policy that are relevant to the Schools Library Service and Prisons Library Service, different priorities affect some of their policies, particularly with regard to stock selection and management.

## 1.4 Legislation

The library service within Staffordshire is provided within the following framework:

- ◆ Public Libraries and Museums Act 1964
- ◆ Obscene Publications Act 1959, 1964
- ◆ Sex Discrimination Act 1975

- ◆ Disability Discrimination Act 1995
- ◆ Race Relations Act 1976 (Amended 2000)
  
- ◆ Public Order Act 1986
- ◆ Crime and Disorder Act 1998
- ◆ Human Rights Act 1998
- ◆ Terrorism Act 2006
  
- ◆ Copyright Design and Patents Act 1988
- ◆ Copyright and Related Rights Regulations 1996
- ◆ Copyright (Visually Impaired Persons) Act 2002
- ◆ EU Copyright Directive 2000
  
- ◆ British Phonographic Institute/Library Association Agreement 1994
- ◆ Library Charges Regulations (Department of Culture, Media & Sport)
- ◆ EC Directive No. 77/62 (Public Procurement)
- ◆ Staffordshire County Council Financial Regulations
- ◆ Staffordshire County Council Contracts (Standing Orders)
- ◆ Staffordshire County Council Standards of Conduct

## **1.5 Policies of Staffordshire County Council**

The Stock Policy reflects the corporate objectives of the authority as described in the County Council's Strategic Plan. <http://www.staffordshire.gov.uk/yourcouncil/strategicplan/>

## 2. Staffordshire Libraries

### 2.1 Libraries

Libraries in Staffordshire are divided into five bands. The banding determines the range and quantity of material that is provided, the balance of the stock and the quantity of items that circulate between libraries.

Details regarding the level of provision in each library are described in detail in section 4.5 of this document.

#### District Libraries:

Burton	Newcastle
Cannock	Perton
Leek	Stafford
Lichfield	Tamworth

#### Town Libraries:

Biddulph	Rugeley
Burntwood	Stone
Kidsgrave	Uttoxeter

#### Neighbourhood Libraries:

Audley	Heath Hayes
Barton	Hednesford
Baswich	Holmcroft
Blythe Bridge	Kinver
Brereton	Norton Canes
Brewood	Penkridge
Cheadle	Perton
Cheslyn Hay	Rising Brook
Clayton	Shenstone
Codsall	Silverdale
Eccleshall	Werrington
Glascote	Wilnecote
Great Wyrley	Wombourne

#### Community Libraries:

Gnosall	Loggerheads
Knutton Mini Library	Talke

Two Travelling Libraries provide a service to the villages of Barlaston, Madeley, Rolleston, Stretton, Tutbury and Wolstanton. There are 6 mobile libraries in total. 3 are based in Stafford and one each at Burton, Lichfield and Uttoxeter. A service to residential homes is provided by means of deposit collections.

Schools Library Service: Based in Stafford, the Schools Library Service currently supplies a range of services to approximately 400 schools in Staffordshire and a number in Stoke on Trent.

Prison Library Service: A service to six Home Office establishments within the county is provided.

## **2.2 Staff**

Overall responsibility for stock provision and deployment is the responsibility of the Strategic Policy Officer. The Stock Supply Manager has responsibility for the acquisition and management of all stock and two Service Development Officers, one for Learning and Resources and one for Children and Young People are responsible for developing and promoting the service.

Each of the eight Districts has two Library Development Officers (LDO) who are responsible for stock within their District. All staff have a responsibility to ensure stock on the shelves is in good physical condition, complies with the county's Stock Standards, and any feedback regarding their stock is sent to the relevant LDO.

The Senior Librarian: Bibliographical Services manages all the acquisition procedures for the county.

The Schools Library Service and Prisons Library Service are each managed by a Development Manager.

### **3. Acquisitions Policy & Allocation of Financial Resources**

#### **3.1 Acquisition of Stock**

Efficient and cost effective supply depends on using the most appropriate sources for the different categories of stock. The vast majority of books, sound recordings and DVDs are supplied by contracted library suppliers following the tender process as laid down by the European Union. Contracts last for a minimum period of 3 years.

Current suppliers are as follows:

Adult Books	Askews & Holts Library Services Ltd
Children's Books	Peters Library Services
CDs	Trans UK Supplies Ltd.
DVDs	Askews & Holts Library Services

Library suppliers, however, cannot provide all stock, and it is necessary to obtain these materials elsewhere. This includes:

- ◆ Items that can only be purchased direct from publishers e.g. the majority of Large print and audio books;
- ◆ Specialist subject areas where there are suppliers who have a wide range of stock and expertise to assist staff in the provision of suitable materials e.g. books in languages other than English, music scores, maps, Essential Skills materials.
- ◆ Books written by local authors who publish and sell the books themselves
- ◆ Local book shops may be used for supply items of local interest;
- ◆ Periodicals and other subscriptions
- ◆ Subscriptions to online resources

All orders will be confirmed by Bibliographical Services in order to comply with County Council financial regulations.

#### **3.2 Donations**

The library service is not obliged to accept donations. They are accepted on the understanding that they conform to the same criteria as purchased stock. Items must be in good physical condition, up to date and enhance the stock of the library. Donations may not always be added to the library receiving the donation; their deployment will depend on the subject matter and existing holdings. Donations not required will be disposed of in the same manner as purchased stock.

Occasionally local organisations approach a library with a view to providing stock for their local library. This may be in the form of goods or cash. Such donations are welcome as long as value is added to the existing stock and there is sufficient space.

All donations will be withdrawn when the specified criteria are met. (Section 8.1)

If the item is acceptable, it is possible to add a label inside items specifying who has

donated the book(s) if such is provided.

### **3.3 Unsolicited Stock**

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

Some authors, publishers or other suppliers send items that have not been ordered, enclosing an invoice, in the hope that a purchase will be secured. Items supplied on this basis will not be accepted unless they are genuinely required.

If the item is not required, it should be kept for six months after which time it becomes library property and may be disposed of. Should the sender require its return, the cost of postage must be provided in advance. (Sale of Goods Act 1979)

### **3.4 Allocation of Resources for Books and other Materials**

The way in which budgets are allocated is determined to some extent by the way in which stock is selected and managed. Funds for newly published titles are held centrally to ensure a co-ordinated approach to purchasing; budgets for stock replacement and where books are required to fulfil a particular local need are delegated to Districts.

Resources are held centrally for:

- ◆ Lending materials – newly published titles and specialist areas of stock such as large print titles, audio books, CDs and DVDs.
- ◆ Stock targeted at groups within the county with particular needs, such as foreign language speakers and emergent readers
- ◆ Reference books, periodicals and online resources
- ◆ Local Studies books and microfilmed local newspapers
- ◆ Miscellaneous County spending such as binding, subscriptions to organisations, Interlending costs etc.

Resources are delegated to District Libraries for:

- ◆ Stock replacement
- ◆ Stock of particular local interest
- ◆ Requests

The amounts identified for different categories of stock are determined by the needs of the service and changing patterns of use. Currently 20% of the total budget is allocated for children and young people.

### **3.6 Other Sources of funding**

Funding for the purchase of stock for both the Schools Library Service and the Prisons Library Service is obtained from the schools and prisons who elect to buy into the respective services.

## **4 Stock Selection**

### **4.1 Aims**

- ◆ To provide books and other materials that allow Staffordshire's residents and communities to access, enjoy and benefit from a range of learning, recreational and cultural activities
- ◆ To enable Staffordshire's children and young people to get the best start in life and receive a good education so that they can make a positive contribution to their communities
- ◆ To provide value for money through a co-ordinated and consistent approach to selection, promotion and exploitation of all stock across the County.

### **4.2 Objectives**

- ◆ Stock should be selected to serve the needs of the whole community, not solely current members of the library service.
- ◆ Stock selection should be in line with current and anticipated needs, and take account of known tastes, preferences and interests, and support general education needs.
- ◆ Stock should reflect the racial, ethnic, linguistic and cultural composition of each community. However, titles that are concerned solely with the promotion of a single political party, racial group or religion and may be regarded as propaganda will not be added to stock.
- ◆ By reflecting the full range of available literature, music and film, users will have access to, and the opportunity to appreciate, the widest possible variety of published materials.
- ◆ Although local needs and preferences will be accommodated as far as possible, all stock will be regarded as county stock, not the property of any one service point.
- ◆ It is neither financially possible, nor desirable to buy every book that is published, so choices have to be made with regard to value for money and overall stock coverage. Purchasing is planned to ensure a continuous supply of new books throughout the year, balancing available funds against needs of stock in particular categories as well as readers' requests.

### **4.3 Selection Criteria**

#### **Content**

Staffordshire Library and Information Services will endeavour to provide comprehensive subject coverage across the county. Larger libraries will have the widest range of titles, but all libraries will acquire stock to fill gaps in coverage, especially where there is customer demand.

Fiction by popular authors will be provided in all libraries. Libraries will promote and support titles shortlisted for literary prizes, such as the Man Booker and Orange prizes, as well as titles receiving media and other coverage.

At least one copy will be purchased for the county of

- ◆ first novels of general interest
- ◆ each large print book published in the UK
- ◆ each unabridged audio book published in the UK

The majority of stock purchased will be recently published and up to date. However standard and classic books along with back catalogue music and films will be replaced as necessary.

Staffordshire Libraries will attempt to stock items to help and encourage students. However, due to financial constraints and the availability of support and resources within the various academic institutions themselves, the following will not be provided:

- ◆ any course books;
- ◆ work books that are for completion by the user;
- ◆ teaching packs;
- ◆ materials at a post graduate level;
- ◆ items of specialist interest where use will be limited.

#### **Physical Characteristics**

Stock will be provided in a variety of formats, dependant on availability, suitability and available resources.

High quality production is important, and particular consideration will be given to the strength of the binding and the dust jacket, which should be attractive and relevant to the content. In addition, the paper must be of a good quality and typefaces should be clear and easily legible. Although book production standards have declined over recent years, the quality of production will not preclude purchase of popular titles.

Books in loose-leaf or spiral bound format will not normally be purchased for loan but may be purchased for use in the library (e.g. local studies material).

Manufacturers' workshop manuals will not be purchased.

Books containing CDROM will not normally be purchased for loan because of the variety of copyright regulations applied by different publishers. The majority of titles contain statements prohibiting the redistribution, renting or loaning of the product; they are sold for personal use only.

## **Cost**

While there is no set upper or lower price limit, value for money must always be a consideration.

Because of limited resources, the library service will decline to purchase expensive items for reader's requests where the book is either of limited general appeal or on a very specialist subject.

The benefits of a hardback edition versus a paperback will be considered, particularly with stock revision or simultaneous publication.

CD imports will not be purchased.

### **4.4 Controversial Material**

The Chartered Institute of Library and Information Professionals (CILIP) states in its policy on 'Intellectual Freedom, Access to Information and Censorship' published in 2005 that:

*'Access to information should not be restricted on any grounds except that of the law. If publicly available material has no incurred legal penalties then it should not be excluded on moral, political religious racial or gender grounds, to satisfy the demands of sectional interest'*

Staffordshire Library & Information Service fully supports this statement and will make available the broadest range of material possible within its policy of freedom of access to all legally available information. It is recognised, however, that in preserving this right, certain material may, on occasion, prove to be unacceptable or offensive to individuals or groups within the community, but a balance of all views and opinions will be maintained wherever possible.

Further detailed guidelines were published by the Museums Libraries and Archives Council in 2009, their having been commissioned to do so by the government in November 2007, and these now provide a more detailed framework for library policy.

They may be read in full at:

<http://www.mla.gov.uk/what/~//media/Files/pdf/2009/ControversialMaterialReport.ashx>

### **4.5 Levels of Provision**

It is neither possible nor desirable that every library stocks the full range of materials and services provided by the library service.

All libraries will stock the following:

- ◆ Adult Fiction
- ◆ Popular Adult Non Fiction
- ◆ Language courses
- ◆ Children's books, picture books and board books

- ◆ Large Print books
- ◆ Audio Books for both adults and children
- ◆ Quick Reference Books
- ◆ Local newspaper

In addition District and Town libraries will stock:

- ◆ a wider range of Adult Non Fiction
- ◆ a range of reference titles
- ◆ local studies collections
- ◆ a range of newspapers and periodicals
- ◆ CDs
- ◆ DVDs

As CD and DVD collections cannot be provided in every library, reservations can be made free of charge to allow for equality of access.

Standards are set for libraries to ensure that quality and consistency are maintained and performance monitoring takes place on a regular basis.

To ensure that library stock changes on a regular basis, to be able to offer users the widest possible choice and to be cost effective, many new titles are purchased to circulate.

Library users suggestions regarding stock provision are always welcome. Suggestion slips are available in all libraries and there is the facility to do so on the online library catalogue.

Access to the majority of our online resources can be accessed by users from home. Some sites, such as the genealogical resource Ancestry, can only be accessed in the library because of the publishers' terms and conditions

<http://www.staffordshire.gov.uk/leisure/librariesnew/doforyou/online/discover/freeaccess/ON331subscriptionsites.aspx>

All members of the library are able to borrow EBooks via the web site as long as they have been issued with a PIN

<http://www.staffordshire.gov.uk/leisure/librariesnew/lovebooks/ebooks/E-Books.aspx>

Provision in schools and prisons will be determined by Service Level Agreements.

## **4.6 Methods of Selection**

### **Co-ordination**

A co-ordinated approach will be taken in the selection of all types of stock, and a variety of different selection methods will ensure that:

- ◆ stock is selected as cost effectively as possible;
- ◆ the skills and knowledge of staff is used to good effect;
- ◆ newly published titles are available to library users as soon as possible;
- ◆ the widest possible range of titles and subjects is made available within the county;
- ◆ the use of individual titles is maximised.

To achieve this, the selection of newly published titles is undertaken on a county basis, while stock replacement is undertaken by local staff to ensure that the stock of each library reflects local needs.

### **Adult Lending Stock**

Newly published Adult books are selected by library suppliers to a specification supplied by the library service and to an agreed budget. Selection is monitored and the specifications are reviewed annually.

Standing Orders are in place where requirements can be anticipated. Requirements are reviewed annually. These are in place for popular series (e.g. Mills and Boon romances, Haynes car manuals, travel guides), large print and audio books and CD chart entries

Where there is a demand for books in languages other than English, these are often borrowed from other libraries and suppliers on a subscription basis. This allows a wider variety of stock to be made available to users. Examples of this include Urdu, Polish, Russian and Chinese books.

Other areas of stock that selected centrally include language courses, music scores, CDs, DVDs and E-Books.

Each District produces an annual spending plan which reflects feedback from users, identifies gaps in each library's coverage, responds to changing trends and takes account of the management information available regarding loan patterns.

### **Children's Books**

Newly published children's fiction is selected by library suppliers to a specification supplied by the library service to an agreed budget. Selection is monitored and the specification reviewed annually.

Standing orders are used to acquire some titles in large print and unabridged audio books. Children's audio books and book and CD packs and dual language books are selected on a county basis.

Each District produces an annual spending plan which reflects feedback from users, identifies gaps in each library's coverage, responds to changing trends and takes account of the management information available regarding loan patterns.

### **Reference and ICT**

Information will be made available to users in the most appropriate format. This may be in print, but is increasing only available online

Many reference books are annual publications, so are purchased by means of standing orders. Because of the expense of many of these titles, there is a scheme to pass on superseded copies, but no title should remain on the shelves if it is more than three years old. Sets of encyclopaedias are expensive items for which there is a planned replacement

programme; all will be less than 5 years old.

An increasing number of reference sources are available online. The great benefit of this is currency of information and often easier access for users. However, costs and licence agreements vary greatly so, where titles are subscribed to, use will be monitored to ensure value for money is being achieved.

Newspapers and periodicals are acquired either from local newsagents or via a subscription agent. Back editions of national newspapers are available online.

Ordnance Survey maps in a variety of scales - both local and national are purchased via standing orders. Others are selected as required.

The purchase of Local Studies material is co-ordinated to ensure that all relevant titles are held in libraries where they will be of most interest. Often copies will be purchased for reference as well as for loan.

Microfilming of local newspapers is an important area as often these are the only copies available nationally. A few newspapers are filmed annually while others, due to limited resources, are filmed as and when possible.

### **Requested Items**

Where a requested title is in print, but not in county stock, purchase will be considered, but all purchases must comply with the criteria described in section 4.3 of this document.

The item purchased will not always be allocated to the library where the request originates, but added to the stock of a more suitable location. Often, titles are more specialised so will be circulated to obtain maximum use.

When the number of reservations placed is more than 5 for each copy of each title held, additional copies will be purchased to expedite the supply time.

## **5. Arrangement and Promotion**

### **5.1 Signing and Guiding**

The signing and guiding inside libraries will be clear and accurately reflect the stock on the shelves. In order to help users locate items of particular interest, headings will be consistent across all libraries.

### **5.2 Arrangement**

The arrangement of the stock within libraries will reflect the preferences of the users of that library. This means that different arrangements may be tried, to test which best achieves that requirement.

The layout of shelving must ensure that stock is within easy reach and shelving is spaced to allow easy physical access to all users. Items will be displayed in such a way as to encourage browsing and give users the ability to do so in comfort. Items will be displayed 'face on' whenever possible.

### **5.3 Display**

All libraries will have at least one display at any one time, and these will be changed regularly with the aim of informing users about the full range of stock available and encouraging serendipity. Displays may support national initiatives, local interests, support offers, or be organised in conjunction with external organisations where there is a connection with the libraries core business.

## **6. Library Database**

The staff in Bibliographical Services are responsible for the provision, management and development of the library database, which holds records for the vast majority of items in the County's stock.

### **6.1 Aims**

By ensuring a high level of accuracy and conformity to:

- ◆ allow efficient circulation of stock;
- ◆ allow electronic and other acquisition procedures;
- ◆ facilitate access for both staff and users
- ◆ provide details of all titles in stock, information about the libraries in which they are held, and their location within each library;
- ◆ allow searches to be made by author, title, subject, keyword, classification number or control number;
- ◆ provide details of items on order for the library service;
- ◆ allow reservations to be placed via the online catalogue.
- ◆ facilitate the provision of management information;
- ◆ provide an audit trail as required.

By the use of recognised national and international standards, to ensure that data can support whichever Library Management System is in use by the Library Service.

To constantly develop and review the provisions of the database to ensure its continued relevance to all users of the library service.

### **6.2 Standards**

Catalogue records are created to conform to the following national and international standards:

- ◆ Cataloguing practice is as defined in the Anglo-American Cataloguing Rules, 2nd edition, 2002 revision (AACR2).
- ◆ Classification is by Dewey Decimal Classification, latest edition - currently 23rd
- ◆ Name Headings conform to the British Library Name Authority File.
- ◆ Subject access has been locally defined, recent acquisitions also have Library of Congress Subject Headings (LCSH), with additional British references.
- ◆ Asian Language materials are transliterated using the CILLA transliteration guide produced by OCLC.
- ◆ All catalogue records are currently held in UKMARC format for exchange and storage.

### **6.3 Acquisition of MARC Records**

Whenever possible catalogue records are imported. It is still necessary, however, to create some records in house, as they are not available from any other source (music scores, large-scale maps, language courses, classical music CDs, local publications etc.)

Bibliographical Data Services Ltd (BDS) will be the preferred provider as their records are of a high standard, accurate, conform to national and international standards and reflect past practice within Staffordshire.

Some local subject headings may be added to imported records, particularly for local history material.

### **6.4 Classification Numbers and Genre Indicators**

Classification numbers are standard across the county; there is no allowance for local variations. Children's non fiction is classified more simply than adult stock, with a maximum of two figures after the decimal point.

Classification numbers will be provided by library suppliers to be consistent with those provided by BDS. They will be profiled to agreed rules.

Library suppliers will allocate genres for fiction stock to BDS standards and spine labels will be attached to assist library users in the selection of reading material.

Children's fiction is currently categorised by the Children's supplier according to age range, as there has been no national standard, but it is anticipated that we will move to the new BIC E4Libraries headings in the near future

### **6.5 Currency of Data**

To ensure that the database is up-to-date and relevant (but to avoid deleting titles that may be returned late) items that have been identified as missing will be deleted after 12 months.

### **6.6 Public Access**

The above policies will ensure that access to the database is available to all via the online catalogue, and that it is accurate, current and relevant.

In addition to providing everyone the ability to search and browse the library holdings, members of the library are able to reserve and renew items on loan. Library customers are also able to recommend titles for purchase online.

## 7. Reservations and Interlending

Library members may make requests for any item that is not immediately available on the library shelves. The request may be for an individual book, spoken word recording, subject, periodical article or set of plays or scores.

Reservations can be made either in the library with the assistance of library staff or by using the libraries online catalogue

When an item has been obtained to satisfy a reservation, the borrower will be notified, either by email, telephone, text message or post. Items will be retained for collection for ten days, or two mobile library visits.

### 7.1 Items in County Stock

The library database holds details of all items in county stock and all items that are on order. Library members can place a reservation themselves on the web, either in the library or at home, or can ask library staff to do so on their behalf.

When making reservations

- ◆ Some reference and local studies material cannot be reserved, or may be borrowed for a limited period only;
- ◆ Some libraries hold in their stock titles that belong to other organisations. While users of those libraries are able to borrow these titles, they cannot be despatched to other libraries to satisfy requests. An example of this is some stock at Wilnecote Library which has books on its shelves that belong to the High School.
- ◆ Items that are on order may be reserved, but as orders are often placed several weeks in advance of publication, they may take longer to supply;
- ◆ Due to an agreement between the Music Publisher's Association and the Chartered Institute of Library & Information Professionals, libraries are unable to lend CDs until 12 weeks after their publication. These will be indicated as 'holdback' on the database;
- ◆ Sets of plays, orchestral and music scores can be reserved and borrowed for a period of 3 months by organisations that are registered as members of the library service. However, to give all users an equal opportunity to obtain Christmas music, reservations cannot be placed until June.

Where there are more than 5 reservations per copy of a title in stock, further copies will be purchased to reduce waiting time.

A small charge is made to request an item, payable on collection, with the following exceptions

- ◆ Children's requests are free of charge;
- ◆ Items that attract a loan charge (CDs, DVDs, language courses and audio books etc), are free of charge to request
- ◆ Concessionary rates apply to other reservations

## **7.2 Items not in County Stock**

Books that are not in stock but are in print will be considered for purchase and bought if they conform to the policy set out "Criteria for Selection" (section 4.3)

Reservations are not accepted for CDs, DVDs and that are not in stock, but recommendations may be made, and these titles are often purchased for stock.

## **7.3 Inter Library Loans**

Books that are either not suitable for purchase or are out of print, may be borrowed from other library authorities, universities or the British Library.

There is a considerable cost implication in obtaining these books; the British Library, for example, currently charges £10.80 plus postage for books in their stock. Loan periods may be restricted by the BL, and additional charges are made when items are renewed. Universities currently charge £9.90 and other library authorities can charge up to £5.50.

Consequently it is necessary to pass on a part of this charge to those who wish to make use of the service. Before application is made to external authorities, users will be contacted to ascertain that the book is still required and they are willing to pay the additional charge.

Periodical Articles are usually supplied in the form of photocopies and these must be paid for at the current rate.

Sets of plays, orchestral sets and vocal scores may also be obtained from other library services. The charge for this service will depend on the number of copies required.

## **8. Stock Management**

### **8.1 Stock Maintenance**

Stock will be constantly edited and reviewed in order to ensure

- ◆ a current, quality, active and relevant stock;
- ◆ that all stock is in good physical condition;
- ◆ that stock is displayed to best advantage;
- ◆ that adequate space is available for effective display;
- ◆ any gaps in coverage are identified.

Items that do not meet the criteria above may be relocated, rebound, sent to the relevant reserve store or disposed of as appropriate.

### **8.2 Circulation**

A large proportion of newly published titles are purchased to circulate. This ensures that all libraries have a constantly changing selection from which borrowers can choose, and prevents stock from stagnating in one library. It allows the best use of financial resources and encourages the purchase of more expensive and esoteric titles, as a single copy purchased to circulate will be made available to a variety of readers across the county. In some areas of stock, where a limited range of titles are published, all new additions will circulate in order to ensure the widest possible choice in all libraries. Large print books and unabridged audio books, for example, are all circulated.

To ensure that the quantities and range of titles are provided, stock is circulated between libraries of a similar size and type. The majority of stock will stay in a library six months before being moved.

### **8.3 Binding**

Binding extends the useful life of material, improves the appearance of stock on the shelves and makes books more appealing to library users. It can also make flimsy items easier to store and handle, and protects irreplaceable items for long term use. However, the cost of rebinding should always demonstrate good value for money.

#### **Criteria for Rebinding**

Rebinding will be considered when

- ◆ the title is out of print, but the information is still current, the item is still being borrowed on a regular basis and there are no other copies in county stock
- ◆ it is cheaper to rebind than replace the item – some Large Print books for example
- ◆ items have a long shelf life and quite heavy use – e.g. music scores, vocal sets and play sets. Items such as orchestral sets need to be stored in folders or boxes, which can be made to size.

- ◆ material is of particular interest for local studies. The main consideration is often preservation for posterity and the need to ensure that items are sufficiently robust to facilitate their use by members of the public. Items of intrinsic value may need conservation rather than binding.
- ◆ permanently held back runs of local periodicals of local interest may be bound, but consideration must always be given to alternative forms of storage, such as CDROM or microform, which are easier to use and store.

The physical condition of the book must lend itself to rebinding i.e. the margins are sufficiently wide to allow for trimming and re-sewing, the paper is of good quality and all the pages are intact.

#### **8.4 Reserve Stock**

Items of long term value are kept in a reserve store. This includes non fiction subjects such as history, biography and local studies and also some fiction titles, which we keep as our contribution to the National Fiction Reserve. This stock may not be heavily used and may not be in an ideal physical condition, but is retained to satisfy reservations of users, both in Staffordshire and those to whom we are connected through regional loan schemes.

#### **8.5 Disposal of Stock**

The library service has a responsibility to ensure that stock is accurate, current and relevant to the needs of the local community. In order to achieve this, stock will be continually reviewed and withdrawn when it is:

- ◆ physically damaged, defaced or worn to the extent that it cannot be rebound or repaired;
- ◆ out of date and / or containing misleading information;
- ◆ no longer in demand;
- ◆ unsuitable as regards current thinking on equal opportunities, discrimination etc.
- ◆ required to be withdrawn from circulation for legal reasons.

#### **Sale of Discarded Items**

Items will be offered for sale only if they are of no use to either borrowers within Staffordshire or those in other counties to whom we are connected through regional loan services. The cost implication in processing items for sale means that not all discarded items will be offered.

It is our policy not to offer Children's Non Fiction books for sale as this may result in out of date information and concepts being provided to young people.

Items may be sold in libraries, usually as part of a programme or through dealers where more items will realise the greatest income.

No items may be earmarked for individual purchasers, as such a system may be open to abuse.

## **Appeals**

Appeals are sometimes received from other countries or organisations where there is a need of books and libraries are asked to supply their discarded stock. Books may be supplied providing that the County Council incurs no costs other than those of staffing.

## **Recycling**

Books that cannot be sold will be sent for recycling

## **8.6 Stock Loss**

### **Security**

Security systems will be installed where appropriate and within the limitations of the budget. CCTV may also be installed where it is necessary to monitor areas of the library that are out of sight.

Stock will be displayed with security in mind and vulnerable stock will be kept within sight of staff wherever possible. While cases for audio visual stock will be displayed, discs may be kept out of reach, and replaced in the box on issue.

Rare and valuable items (usually local studies materials) may be kept on closed access.

### **Loan and Recovery of Stock**

All stock is issued to registered members of the library. Reminders are sent when an item is 3 weeks overdue. Failure to return any item results in the borrower being stopped from taking further items on loan until such time as the item is returned or the cost of replacement paid.

### **Disaster Planning**

Stock is potentially at risk from floods or fires. In order to minimise this risk, all libraries have fire detection and alarm systems, electrical equipment is inspected regularly and a no smoking policy is in place.

High Density Smoke Detection Systems are installed in a number of libraries where large collections of local history are held. (Burton, Cannock, Newcastle, Stafford, Tamworth, Rugeley and Astonfields)

Should damage to stock occur, the authority is registered with a Disaster Recovery Scheme. This offers a 24 hour emergency number to advise on the appropriate immediate action to prevent long term damage and a follow up on site assessment visit.

## 9. Staffordshire Reading Strategy: Summary

Staffordshire's Reading Strategy stands as a separate document, but relates closely to the Stock Policy.

### **Vision**

To widen opportunities for Staffordshire residents to read for pleasure, engaging them in creative and enjoyable reading experiences that enable them to share in the educational, economic and social benefits which reading can provide.

### **Aims**

- To deliver the benefits of reading to all Staffordshire residents by encouraging first steps and enhancing reading experiences particularly for children, young people and vulnerable adults including older people, adults with literacy needs, people at risk of, or experiencing ill health and individuals who face barriers to reading through a sensory impairment or dyslexia.
- To create a county-wide partnership approach to the delivery of reading for pleasure opportunities that demonstrates the benefits of reading to partner priorities and agendas.
- To ensure that the value of reading for pleasure is recognised across the work of Staffordshire County Council and embedded in its corporate approach.
- To enhance workforce skills and practices to support the delivery of the strategy.

### **Themes**

These aims will be delivered through five strategic themes

- Access to quality reading experiences
- Formal and informal learning
- Inclusiveness and narrowing the gap
- Economy and regeneration
- Leadership and partnerships

These themes provide the structure for the Staffordshire Reading Strategy action plan.

The document can be read in full at:

<http://www.staffordshire.gov.uk/leisure/librariesnew/lovebooks/strategy/ReadingStrategy.pdf>