

SHETLAND LIBRARY Stock Management Policy

1. Statement of Purpose

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

2. Stock Management Policy

The purpose of the Stock Management Policy is to guide library staff and to inform the public about how materials are selected and maintained.

3. Aims of Stock Management

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

4. Selection Based on Community to be Served

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

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

- 4.1 Materials should be of immediate or anticipated interest to individuals or groups in the community.
- 4.2 Subject coverage should be as broad in scope as the interest of the community and, within budget constraints, provide variety and depth.
- 4.3 Non-print materials shall be acquired to ensure that the needs of all are considered and supported.
- 4.4 Materials will recognise and promote a positive awareness of the multi-cultural nature of our society and the linguistic and cultural diversity of the community.

5. Selection Methods

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

- 5.1 Trade bibliographies and websites.
- 5.2 Periodicals, newspapers, publishers' catalogues and brochures.
- 5.3 Online databases and websites.
- 5.4 Media publicity and announcements.
- 5.5 Staff and customer suggestions and requests.

6. Selection Criteria

There is no single criteria which can be applied when making a selection decision. The Library will develop collections of materials in a variety of formats that may include: books, newspapers, periodicals, maps, government documents, audio recordings, video forms, micro forms, compact disks, CD ROMS, software programmes, databases and networks. Materials in new formats will be acquired and made accessible as they are judged suitable.

The selection of all materials will be based on:

- 6.1 Present and potential relevance to community needs.
- 6.2 Relevance to the existing collection.
- 6.3 Suitability of subject, style and reading level for the intended audience.
- 6.4 Depth of coverage.
- 6.5 Comprehensiveness of scope.
- 6.6 Competency of author, producer, or performer.
- 6.7 Price/value/maintenance cost.
- 6.8 Literacy and artistic merit.
- 6.9 Local content and/or authorship.
- 6.10 Potential to enrich and support the curriculum.
- 6.11 Age appropriate format.
- 6.12 Appropriate formats for ease of use, particularly by the visually or physically impaired.

6.13 Demonstrable uptake of parallel materials.

7. Special Collections (General selection criteria apply)

7.1 Audio Visual

- 7.1.1 Recorded music is currently bought on CD. The Library aims to develop an extensive collection of Shetland music.
- 7.1.2 A wide range of audio books, both fiction and non-fiction, are bought to suit all ages. When available, an unabridged version is preferred. Formats are currently both tape and CD, guided by customer preference.
- 7.1.3 Shetland Library will purchase a range of audio visual stock, in DVD format where possible, for educational and recreational purposes. Feature films may be purchased including foreign language films in a range of languages, classic films, musicals, adaptations of books and films made in or about Shetland. Newly released titles and "blockbusters" will generally not be purchased unless these are of particular educational value, eg to assist with language learning.

7.2 Young Peoples' Materials

- 7.2.1 Materials will cover a range of reading levels and abilities and will include items designed both for use by parents with their children and by children themselves.
- 7.2.2 The emphasis will be on picture books for pre-school children, popular reading for school age children and non-fiction materials which give complete, accurate information in an age appropriate format.
- 7.2.3 Books with special features are considered including:
 - Lift-the-flap, tactile and board
 - Early readers
 - Dual language
 - Language packs
 - Audio books
 - Junior large print
 - Comic books
- 7.2.4 Decisions concerning children's use of specific library materials and/or electronic resources are the responsibility of their parents or guardians.

7.3 Language Collection

The Library keeps a collection of junior and adult books in languages other than English and adds to this collection by request.

7.4 Periodicals Collection

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

7.5 Reference Collection and Electronic Reference Resources

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

7.6 Large Print Collection

The Library provides a collection of fiction and non-fiction materials in large print format for visually impaired members of the community.

7.7 Microfilms

Valuable and rare materials and local newspapers are acquired on microfilm.

7.7 Local Collection

A special policy covers selection for the local collection.

8. Donations

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

9. Responsibility for Selection

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

10. Stock Maintenance

Staff will undertake periodic "weeding" or the removal of materials from the collection as an integral and ongoing aspect of stock management. In general, materials will be removed from stock when deemed to be:

10.1 Outdated in content and liable to mislead.

10.2 Superseded by newer, or revised editions.

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

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

10.5 Duplicates of titles no longer popular.

NB Quality duplicates may be retained for use by book groups etc.

The following items are not normally withdrawn:

- Shetland materials
- Classics and Scottish materials (unless in poor physical condition)
- Materials published in small print runs, such as large print and talking books (unless in poor physical condition)

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

11. Internet Provision

The Library provides free Internet access. The content of websites may not conform to the Stock Selection policy. Internet use is subject to our Acceptable Use policy. Under 16's may use the Internet subject to appropriate filtering and parental permission. Beyond this, parents or guardians, not the Library staff, are responsible for material accessed by their children.

12. Intellectual Freedom and Censorship

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

13. Review of Stock Management Policy

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

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