

PUBLIC LIBRARY STOCK POLICY 2018

Policy Statement

1. Introduction

1.1 Aim of the Stock Policy

The aim of this policy is to set out a framework for the development of library stock across Wiltshire's libraries. It provides guidance that will inform decision-making on both acquisition and disposal, and also how book stock is deployed to increase access to the collection across the county.

1.2 Definition of Stock

Stock is defined as all books, periodicals, audiobooks, sound recordings, video recordings, maps, printed music, electronic and online resources or any other format that may be acquired for library customers to access in the library or remotely.

1.3 Scope of the Stock policy

The policies set out in this document cover the provision of the public library service in Wiltshire. The service to schools provided by Wiltshire and Swindon Learning Resources is not encompassed here. There are separate policies for reference and information services, the performing arts library, and for local studies.

1.4 Wiltshire Council Policies

Corporate Business Plan 2017 – 2027

Stock provided by the library service supports work which meets the following Wiltshire Council aims:

- Growing the economy
- Strong communities

Particularly, the following aims are supported:

- Highly skilled jobs
- Community wellbeing
- Early intervention
- Personal wellbeing
- Empowering and safeguarding families and individuals

Partnership working across the council and with partners is an enabler to this. For example, stock has been funded by Public Health, the Fostering and Adoption Team.

1.5 Legislation

Wiltshire Library Service is provided within the legislative framework, including:

- The Public Libraries & Museums Act 1964
- The Obscene Publications Act 1959, 1964
- Equality Act 2010
- Copyright Design & Patents Act 1988
- Copyright & Related Rights Regulations 1996 and 2003
- Terrorism Act 2006
- Video Recordings Act 1984
- Video Recordings (Labelling) Regulations 2012
- Library Charges Regulations (Department of Culture, Media & Sport)
- EU Copyright Directive 2000
- Wiltshire Council Financial Regulations
- Sale of Goods Act

1.6 Review of Stock policy

This stock policy will be reviewed annually. It will be brought to a Library Management Team meeting each year for any changes to be ratified.

2. Collection Development and Allocation of Financial Resources

2.1 Libraries

Wiltshire's libraries are arranged into levels according to size, which in turn relates to the size of the immediate community and catchment area served. These levels determine the amount of stock held and the depth and range covered.

Level 7a	Salisbury		
Level 7b	Trowbridge	Chippenham	
Level 6	Devizes	Warminster	
Level 5	Bradford on Avon	Calne	Corsham
	Melksham	Royal Wootton Bassett	
Level 4	Amesbury	Malmesbury	Marlborough
	Westbury		
Level 3	Cricklade	Downton	Mere
	Pewsey	Tidworth	Wilton
Level 2	Aldbourn	Box	Durrington
	Ludgershall	Lyneham	Market Lavington
	Netheravon	Purton	Ramsbury
	Tisbury		
Level 1 Mobiles	North Mobile	South Mobile	Homes

Although mobiles are designated as level 1, the actual performance of mobile libraries is equivalent to level 3 libraries.

A library service is also provided to Erlestoke prison in conjunction with the Ministry of Justice (MOJ). Stock at the prison is funded by the MOJ.

2.2 Stock Acquisition

To obtain the best deal for the council and to maximise the resource allocation for library materials, the most appropriate and cost effective sources are used.

The specialist suppliers which have developed to serve libraries offer considerable added value and undertake many of the basic servicing and selection support operations, and these companies are the primary source of shelf ready library stock.

The library service receives a large discount on most of the stock it purchases, not just 'bestsellers'.

Wiltshire is a member of the Consortium for Unified Stock Purchase (CUSP), which consists of fourteen South West local authorities combining their purchasing power to obtain the best deal possible.

The current contracted supplier for Adult Fiction, Adult Non Fiction, Reference, and Children's stock is Askews & Holts Library Services.

The supply of DVD and Blu Rays for hire in Wiltshire's libraries is by Trans UK.

Library suppliers, whilst providing an excellent service, cannot provide all the stock that a modern comprehensive library service requires and thus it is necessary to obtain certain types of material elsewhere. This includes:

- Items that can only be purchased direct from publishers, particularly audiobooks and large print books
- Specialist subject areas such as foreign language material, music scores
- Books written and often self-published by local authors, including books on local history.
- Non-book material such as maps and microforms
- Items which require digital rights protection via a designated platform, such as eBooks, eAudiobooks and eMagazines
- Increasingly, information provided through online databases, which are subscription based.
- Periodicals
- Some material for members of minority ethnic communities

In order to deliver the best value for the council we can, we pay monthly consolidated invoices wherever possible, reducing substantially the number of invoices the council must process. Almost all our stock ordering and receipting is carried out electronically, again saving time and money.

The library service is accredited by Book Industry Communications under their E4libraries scheme for achieving best practise in the supply chain.

2.3 Donations

The library service welcomes the donation of books to supplement library stock. In terms of content and condition, items should comply with this policy. Please see our 'Donations to Stock' policy.

Donations of money to purchase stock will be accepted providing any stipulation regarding what material is to be purchased is in accordance with the library stock policy and any Council policy that may apply.

Donations of stock that do not meet our requirements may be disposed of in the same manner as withdrawn library stock (see 3.8).

2.4 Unsolicited Stock

Some authors and publishers send items that have not been ordered, enclosing an invoice in the hope that the Service will purchase them. These will not be accepted unless they are of sufficient value to the Service.

Any item that is not required will be kept for six months after which it becomes library property and may be disposed of. Should the sender require its return, the cost of postage must be provided in advance, as per the Sale of Goods Act.

2.5 Self-published items

Wiltshire Library Service is often asked to acquire, either by purchase or donation, books which have been self-published. The assumption has to be made that these items will not have been through the rigorous editing and legal content checks undertaken by mainstream publishers. Where the Library Service agrees that such an item may be of use in our collection, it will fall to the author to prove the content is reliable, professionally presented, and does not contravene any laws. The Library Service staff do not have the time to read items and make this judgement.

2.6 Allocation of Resources for Books and other Materials

The library stockfund is an element in the overall budget for the Library Service, is subject to the financial constraints borne by the Council, and is not a fixed sum or percentage of Service funding.

Service and Council priorities have an influence on how the stockfund is allocated. The stockfund allocation is calculated as follows:

- The requirement for purchasing income generating stock (DVDs) is first top sliced from the total allocation. This has to be protected to maximise the potential to provide income for the service.
- Amounts for reference, digital services, and local studies, including newspapers, are also topsliced as are some centrally supported collections and costs. These include large print, talking books, eContent, and the Performing Arts set lending service.
- The remaining balance is then divided within defined categories, such as Adult Fiction, and according a formula that aims to give fair distribution according to library level/size.

3. Collection Management

3.1 Aims

To provide books and other materials that promote reading, with particular focus on:

- Improving the skills of people who live and work in the County
- Enabling a broad reading offer which will appeal to, and give the opportunity to develop the reading experience for all
- Supporting the national Universal Offers
- Providing access to informal learning opportunities including in literacy and practical skills

The value of reading, including reading fiction, is well documented.

- Adults with lower levels of literacy are more likely to experience poor health and to believe that they have little impact on political processes, and are less likely to participate in volunteer activities.
- Literacy has been found to have a relationship with depression: 36% of those with low literacy were found to have depressive symptoms, compared to 20% of those with the highest levels of literacy.
- Reading for pleasure has been linked to a reduction in the symptoms of depression and to a reduction in the risk of developing dementia in later life.
- People who read books regularly are on average more satisfied with life, happier, and more likely to feel that the things they do in life are worthwhile. 76% of adults say that reading improves their life and the same number says it helps to make them feel good.
- Research has indicated that reading fiction is associated with higher levels of empathy and improved relationships with others.

To provide value for money through a co-ordinated and consistent approach to selection, promotion and exploitation of all stock across the County.

3.2 Objectives

- Stock should be selected to serve the needs of the whole community, not solely current members of the library service.

- Stock selection should recognise current and anticipated needs, taking account of known tastes, preferences and interests, and should support service aims (see 3.1)
- Stock should reflect the racial, ethnic, linguistic and cultural composition of society. However, items that could be regarded as propaganda for a single political party, racial group or religion will not be acquired.
- Although local needs and preferences will be accommodated wherever possible, all stock will be considered county stock, not the property of any one service point.
- It is neither financially possible, nor desirable, to buy or provide shelf space for every book that is published; therefore, 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 material throughout the year, balancing available funds against the need for stock in particular categories as well as customer requests.

3.3 Selection Criteria

The selection of stock will not be determined by the personal views of library staff, suppliers, partners or anyone else involved in the provision of the library service. Staff selecting stock should be alert to professional ethics and established codes of conduct. There should be no censorship or moral view taken of potential stock beyond that set out in this policy. Any partners or individuals connected with stock purchase will be made aware of these guidelines.

Content

Wiltshire Library Service will endeavour to provide comprehensive subject coverage across the county. Stock profiles for each library will be developed, to clearly set out the type and range of stock each library will hold.

The majority of stock purchased will be recently published and current. However, standard and classic titles will be replaced as necessary.

Wiltshire Library Service will attempt to stock items to help and encourage students. However, considering the service's financial constraints and the availability of support and resources within the various academic institutions themselves, the following will not be provided.

- Course books
- Work books that are for completion by the user
- Teaching packs
- Materials at post graduate level
- Items of specialist interest where use will be limited

Stock for members of minority ethnic communities will be provided in their mother tongue in proportions relevant to the community's numbers in Wiltshire. Where a new community emerges books may be hired from library

suppliers in the first instance rather than bought. These collections will be regularly changed as long as the community remains resident.

Physical Characteristics

Stock will be provided in various formats, dependent upon availability, suitability and available resources:

- Books in loose-leaf or spiral bindings will not be purchased
- Manufacturer's workshop manuals will not be purchased.
- Books containing CDROM will not normally be purchased for loan because of the various copyright regulations applied by different publishers. The majority of such titles contain statements prohibiting the redistribution, renting or loaning of the product; they are sold for personal use only.

The quality of production is an important consideration, particularly where strength of binding and dust jacket are concerned. Paper quality and typeface clarity will also be taken into account.

Cost

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

Because resources are limited, the library service will decline to purchase very expensive items (e.g. over £35) for customer requests where the book is either of limited general appeal or is on a very specialist subject.

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

3.4 Censorship

The Chartered Institute of Library and Information Professionals (CILIP) states in its guidelines that:

"The function of a library service is to provide, as far as resources allow, all books, periodicals etc., other than the trivial, in which its readers claim a legitimate interest. In determining what is a legitimate interest the librarian may safely rely on 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 racist grounds alone, to satisfy any sectional interest"

Using this guidance, Wiltshire Library Service will make available the broadest range of material within its policy of freedom of access to all legally available information.

It is acknowledged that on occasion individuals may find items in Wiltshire libraries offensive. However we do not label items to warn customers of

potentially sensitive content and would only restrict access to material in order to protect it from damage or theft, not as a form of censorship.

3.5 Controversial stock

The Museums, Libraries and Archives Council (MLA) guidance on controversial stock provides guidance to library authorities on the provision of library stock that may be considered controversial in nature, i.e. inflammatory and extremist.

In the interests of intellectual freedom material should not be rejected solely because it is considered controversial.

Controversial material will be evaluated according to this stock policy. Decisions will be based on the assumption that the adult reader is capable of making his or her own critical and reasoned evaluation of views expressed in the content of the item. Where appropriate the stock team will enlist the assistance of relevant external agencies and advisory groups.

3.6 Arrangement and promotion

Signing and Guiding

The signing and guiding inside libraries aims to be clear and accurately reflect the stock. It was designed to be compliant with the Disability Discrimination Act 1995, now overtaken by the Equality Act 2010.

Arrangement

The arrangement of stock within libraries will aim to reflect the preferences of customers of that library. This means that different arrangements may be tried to test which best achieves customer requirements.

The layout of shelving aims to ensure that stock is within easy reach and spaced to permit easy physical access to all customers. Items will be displayed in such a way as to encourage browsing and give customers the ability to do so in comfort, with a minimum of 25% of the stock face on wherever possible.

Some libraries are experimenting with arranging large print books on a shelf at eye level within the regular A-Z sequence. This arrangement may be adopted at any library where it is appropriate.

Display

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

Religious texts

Religious and sacred texts purchased by the library are managed in the same way as other stock items. They will be shelved in the same way as other items and may be withdrawn or replaced as part of the routine stock management process. Shelving of religious texts will be in accordance with the cataloguing system in place in any particular library and is not meant as a comment or reflection on that particular text.

3.7 Levels of Provision

It is neither possible nor desirable that all libraries stock the full range of materials and services provided by the library service.

All libraries will stock the following:

- Adult Fiction
- Popular Adult Non-Fiction
- Children's books including picture books and board books
- Large Print books
- Audiobooks on CD for both adults and children
- Quick Reference books

In addition full time libraries (level 4-7) will stock:

- A much wider range of Adult Non Fiction
- A range of reference titles
- Local studies collections
- A local and national newspaper
- DVDs
- Playaway digital audio books

Libraries which serve communities with specific language needs will have books in the appropriate language

Collections of material are provided in other libraries on the basis of local, demonstrable demand, often tying in with local promotions.

DVD collections have to generate sufficient income to justify their placement.

On occasion a library or libraries may be chosen to pilot a new format or a particular type of service. The pilot may be transferred to other libraries as appropriate.

Circulating stock

A large proportion of newly published non-fiction titles, and some fiction titles, are purchased to circulate between similar sized libraries. This ensures that all libraries have a constantly changing selection from which customers can choose, and prevents stock from stagnating in one library.

Requested Items

Where a requested title is in print but not in stock, purchase will be considered. All purchases must comply with the criteria described in Section 3.3 of this document.

Purchased items will not always be allocated to the library where the request originated, but may be added to the stock of a more suitable location. Where titles are more specialised, they will be circulated to obtain maximum use.

When more than six reservations are placed for each copy of a title held, consideration will be given to purchasing additional copies to accelerate the supply time.

3.8 Disposal of Stock

The Library Service has a responsibility to ensure that all 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 for legal reasons

Sale of Withdrawn Items

Items of no further use to customers will be sold if possible to generate income to support the service. Items may be offered for sale in libraries, sold online or to commercial dealers. No items may be earmarked for individual purchasers, as such a system may be open to abuse.

4. Library Catalogue

The library catalogue holds details of all items currently in stock and most items that are on order.

Library staff can access a range of information about library service holdings from the catalogue, and perform complex searches if requested, using a range of indexes. This enables us to track down items by author, title, subject, and series.

4.1 Standards

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

- Cataloguing practice as defined in the Anglo-American Cataloguing Rules 2nd edition 2002 revision. (AACR2)
- Classification is by Dewey Decimal Classification – we do not automatically change to use new editions of Dewey, though the benefits of doing so are considered
- Local Studies stock is classified to a locally devised scheme for greater specificity
- Name Headings conform to the British Library Name Authority File/ Library of Congress Name Authority File
- Most recent acquisitions have Library of Congress Subject Headings (LCSH) with additional British references. In exceptional cases we will add a local subject term if this will significantly aid retrieval
- All catalogue records are currently held in UKMARC format for exchange and storage.

4.2 Acquisition of MARC Records

Catalogue records are usually imported from a specialist bibliographic data supplier. Catalogue records for DVDs are imported by suppliers of that material. Other material requires in house cataloguing, such as music scores, large scale maps, language courses, local publications etc,

In exceptional cases local subject headings may be added to imported records, particularly for non-fiction and local material.

4.3 Classification Numbers

Classification numbers are standard across the county, with no allowance for local variations. Children's non-fiction is classified more simply than adult stock, with no numbers after the decimal point.

4.4 Currency of Data

To ensure that the online catalogue is up to date and relevant (but avoiding titles that may be returned late), items that have been identified as missing will be deleted after 6 months. This will follow a specific search for the item.

5. Reservations and Interlending

For a charge, library members may make requests for any item that is not immediately available, or is located in another Wiltshire library (Charges apply to adult stock only, children's stock may be reserved free of charge). When an item has been obtained to satisfy a reservation, the customer will be notified, either by post, telephone or email. Items will be retained for collection for 14 days or 2 mobile visits.

5.1 Items in County Stock

Library members may ask library staff to place a reservation for them or do so themselves via the Web. (There are some limitations for the public reserving online.)

In order to support library users to select items for request, enhanced catalogue records are provided on the web catalogue. These contain a jacket image, and where possible contents pages and a description of the item's content.

Library staff can access more information from the catalogue, and perform more complex searches if requested, using a range of indexes.

Reservations are subject to the following constraints:

- Reference and non-loan local studies material cannot be reserved, or may be borrowed for a limited period only at the discretion of the Development Librarian – Information Services or County Local Studies Librarian
- Items that are on order may be reserved, but as orders are often placed well in advance of publication, they may take longer to supply
- DVD Gold and Blu Ray Gold items may not be reserved for an initial period after release to maximise income generation.

5.2 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 in "Selection Criteria" (3.3). Reservations are not accepted for talking books, DVDs and Blu-Rays, but recommendations may be made, and these titles will be considered for purchase.

5.3 Interlibrary Loans

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

There can be a significant cost implication in obtaining these books. Consequently, it is necessary to pass some of this cost to those who wish to make use of the service through a supplementary charge on top of the normal reservation fee. Before application is made to external authorities, customers will be asked if the book is still required and that they are prepared to pay the additional charge. Wherever practicable this will be done when the request is first placed; otherwise the customer will be contacted to elicit the information. External authorities such as The British Library may impose conditions to any loan such as restricted loan periods or for use only in the library. Periodical articles are usually supplied in the form of photocopies and these must be paid for at the current rate. Our current charges are advertised in libraries and on our website.

5.4 Central Collection Stock

Items of long term value are kept in the Central Collection. This includes non-fiction subjects and a quantity of out of print fiction. This stock may not be heavily used and may not be in ideal physical condition, but is retained to satisfy reservations, both within Wiltshire and the regional and national interlending schemes.

The Central Collection should be considered a working collection and not a repository for unwanted stock. Books should have been used at least once within the past 5 years, depending on the topic matter, to justify their inclusion.

Individual library stores are only used to house seasonal stock, stock removed for editing or disposal or items used for specific purposes such as story times. Any books falling outside these criteria are offered to the Central Collection or circulated to another library.

Reference Libraries may hold books which are less well used in a reserve store. These books may include special collections, bequests, and reference books which are still of use but not used frequently.

Recycling

Although the majority of stock for disposal is sold, where this is not possible (e.g. due to very poor condition) they will be sent for disposal. To accord with Wiltshire Council's aim to be green, these will be recycled where such facilities are in place.