

**Isle of Wight
Library Service**

Stock Management Policy

*November 1999
Amended May 2006*



Raising standards, creating opportunities

Stock Management Policy

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Stock Management Policy

Background

Profile

The Isle of Wight Library Service serves a resident population of 126,000 through a network of 11 static service points, a Mobile Library, a Home Library Service, 3 prison libraries and a Schools Library Service.

The Isle of Wight Library Service is an integrated service with each service point being a point of access to our services, however it is not possible to provide direct access to all of these services at every service point. The libraries are graded into six bands, determined by population, issues, size and geographical location. The aims of the banding are:

- To lay the foundations of the service at each level, outlining minimum stock standards and confirming each library's place in the overall library network
- To inform library readers what they may realistically expect from our libraries in terms of stock and services
- To clarify for staff the minimum stock requirements necessary for each band

BAND	LIBRARY
Band A	Newport Ryde
Band B	Cowes Sandown Freshwater
Band C	Bembridge Shanklin East Cowes Ventnor
Band D	Niton Brighstone
Band E	Mobile Library
Band F	Housebound Library

Vision and Objectives

The Vision of the Isle of Wight Council is:

A progressive Island built on economic success, high standards and aspirations, and a better quality of life for all.

The five corporate objectives of the Isle of Wight Council are:

- Sustainable regeneration and development of the Island
- Improving the health and well-being of Island communities
- Creating safer and stronger communities
- Improving outcomes for children and young people
- Being a high-performing, cost-effective Council

Context

The Isle of Wight Library Service is provided by the Isle of Wight Council as a statutory service under the Libraries and Museums Act, 1964 which requires local authorities to “provide a comprehensive and efficient library service for all persons desiring to make use thereof”. The level of service is defined by the minimum Public Library Standards.

Other legislation that has a direct bearing upon the Library Service includes:

- Obscene Publications Act, 1959, amended 1964
- Sex Discrimination Act, 1975
- Race Relations Act, 1976
- Video Recordings Act, 1984
- Copyright Designs and Patents Act, 1988
- Local Government Act, 1988, section 29
- Local Government and Housing Acts Statutory Instruments, 1990
- Data Protection Act, 1998
- Disability Discrimination Act, 1995
- The Human Rights Act, 1998
- Local Government Act, 1999

Objectives of the Stock Management Policy

A stock management policy is a document that sets out to answer the questions why, what and how about the library collection. The policy deals with the way that the Library Service plans the growth, change and development of its collections. It is a written statement setting out guidelines for the selection, acquisition, management and withdrawal of all library materials and is revised on a regular basis.

This Stock Management Policy is concerned with the Public Library Provision. Library provision for schools, prisons and other services are excluded from the scope of this document and is covered by separate policy documents and Service Level Agreements.

The key functions of the libraries' stock are:

- To provide a leisure and recreation facility
- To promote and encourage reading
- To provide effective access to information
- To support and encourage lifelong learning
- To promote libraries as a major repository for the recorded history and life of the Isle of Wight

The aims of this policy are:

- To ensure that the stock provided is relevant to the needs of the Island's community
- To ensure that the needs of the Island's community are targeted/met
- To inform the Island's community and Council about the stock management criteria applied by the Library Service
- To facilitate planning and communication in the Library Service
- To provide a co-ordinated approach to the shaping of all the Library Service's collections

Accountability

The accountability for the Island's library stock lies with the Head of Library Services. However, stock management is the responsibility of all members of library staff led by the Development Librarian, Stock and Information and the Library Management Team.

Selection

Basic selection criteria

The Isle of Wight Library Service endeavours to provide a wide range of materials within its financial and space restrictions to satisfy the lifelong learning, information, educational, cultural and recreational needs of the community that it serves. It is not the role of the public library service to provide extremely specialised, technical or academic publications which can be met from other agencies.

Every item must meet some of the following criteria for inclusion in the Library Service's collections:

- Appropriateness in content, format and language to the immediate and anticipated needs and interests of individuals and/or the community.
- Relative importance in comparison with other known materials on the subject.
- Appropriateness of physical format for library use.
- Importance as an historical record for present and future use, such as local studies.
- Currency of information contained in the publication.

Other considerations include:

- Existing coverage of the subject
- Price
- Reputation and significance of the author, illustrator, composer, etc.
- Production by popular or in-demand authors, illustrators, composers, etc
- Favourable opinions by reviewers and critics
- Availability elsewhere in the community or through library networks or other media such as electronic format
- Standard of physical presentation in terms of typeface, illustrations, papers, binding and indexing.

Basic acquisition criteria

Our adult stock is selected according to our Stock Specification Profile. This profile is constantly monitored and modifications or amendments are made on an annual basis. The stock is selected by our principal suppliers in accordance with this specification.

Books supplied are serviced to agreed minimum national standards with full cataloguing and classification.

Children's books are selected via the Library Supplier's website.

Within the principles of Best Value we are committed to review all our selection methods in order to provide the Island's community with the best possible new stock in the most cost-effective and efficient way.

Reference material is acquired primarily through standing order commitments that are reviewed on an annual basis.

Other material, such as large print and spoken word, is acquired in the most cost-effective methods such as selected standing orders.

A proportion of the materials budget is reserved for local purchases, retrospective purchasing and the acquisition of readers' requests.

The allocation of funding for each type and level of material is decided during the planning process at the beginning of each financial year.

Suppliers are selected through a tendering process via membership of the Central Buying Consortium. The criteria for selecting suppliers includes:

- Supply times
- Stock holdings
- Added value services
- Supply of catalogue records
- Supply of management information
- References
- Discount offered
- Cost of servicing

Censorship

We support and adopt the CILIP statement on censorship.

Materials prohibited by law are not included in our collections. However, material will not be rejected on moral, political, racial or religious grounds if it otherwise meets our selection criteria.

It is the responsibility of parents, guardians or carers rather than the library staff to determine the suitability of materials used by their children.

Controversial material

We recognise that many materials are controversial and that any given item may offend some library users.

Our collection aims to include a representative selection of materials which meet our basic selection criteria on topics of interest to our readers and are not prohibited by law, including items covering controversial subjects. We aim to provide materials that collectively represent all sides of controversial issues.

Donations

We accept donations that meet the selection criteria applied to purchased materials. Donations will only be accepted on the understanding that they become the property of the Library Service and as such we reserve the right to evaluate, use or dispose of the materials. All donations will be accepted without conditions relating to the gift either before or after its acceptance in accordance with our stock management policy.

Requests

We recognise that requests from library readers can make a positive contribution to the book selection process and to the breadth and depth of the library stock. We therefore encourage the Island's community to offer suggestions for material to be added to the Libraries' stock. Items that are requested for loan and are not already part of our collection will be given serious consideration and may be purchased for stock or may be obtained through inter-library loans. Requested items will be subject to our selection criteria and budgetary constraints.

We do not normally pursue requests for fiction through inter-library loans.

Textbooks

The provision of sets of prescribed textbooks and curriculum-based materials is the responsibility of each educational establishment on the Island. The Library Service may, however, provide some these materials where they also serve the general public or where they provide information not otherwise available and meet the criteria of this policy.

Multiple copies

Duplicate copies of the top 10 adult fiction paperbacks, Richard and Judy reading promotions and books for reading groups are purchased. Other duplicate titles may be purchased to meet demand in some areas in line with budgetary constraints. In such instances, paperback copies will be bought wherever possible.

Extensive duplication of titles to meet student assignment demands is not feasible and is not considered to be the responsibility of the public library.

Exclusions from stock

We do not normally collect and stock material that:

- Is ephemeral, ie, of short term interest only
- Is in an unsuitable format, ie, a format which is not durable and does not lend itself to an extended shelf-life, contains unbound items liable to theft, or is of an unsuitable size
- Predominantly promotes a commercial product or products
- Incites hatred against or exploits groups in the community
- Is produced by vanity presses or publishing houses
- Is excessively expensive
- Are 'One-time' books, ie, those with space for the user to write in the answers
- Contains information in practical handbooks which is inapplicable to UK conditions

Maintenance

Continuous critical evaluation is essential to maintain the effectiveness and quality of the library's resources. Where possible we purchase library editions such as Double Cover to increase the shelf life of the book.

Retrospective Purchasing

We purchase stock which is not newly published to fill stock gaps which have been identified as part of the stock-editing programme or in the stock monitoring process. We will also purchase retrospective stock to develop our collections in line with local and Island-wide needs.

Binding and Repair

We examine all damaged items to assess whether they are to be rebound, repaired or discarded. Re-binding a book can create a stronger and more durable item and is a much cheaper option than replacement.

Criteria for binding or repair of materials include:

- Currency of information
- Existing subject coverage in the collection
- Future use
- Cost of repair against cost of replacement
- Availability of replacement (eg works no longer in print)

Audio-visual items will be repaired where possible.

The following items will be rebound:

- New titles that, because of format, require a sturdier binding in view of anticipated use
- Books with damaged covers or spines which are otherwise still useful for the library's collection

Weeding

Weeding is the act of removing stock from the shelves. We weed the shelves in order to keep the stock looking attractive, cared for and interesting. It is the responsibility of all library staff to weed the libraries on a day to day basis. Each library has a complete weed conducted by the management team once every two years. Stock is removed from the open shelves on an ongoing basis for one or more of the following reasons:

- Poor physical condition
- Obsolescence
- Insufficient use or basic value
- Availability of multiple copies
- Material may be better utilised in another collection
- Finite size of library
- Rare books

Library materials that have been removed from the open access shelves may be:

- Replaced by a later edition, or
- Rebound, or
- Repaired, or
- Transferred to another Isle of Wight library service point, or
- Transferred to the stack if deemed worthy of retention, or
- Sold to the public at library sales or through second-hand book-dealers by tendering or auction, or
- Offered to another Library Authority, or
- Recycled

Stacking

The stacks provide space for items that no longer warrant housing on the open shelves but are regarded as worthy of retention. This material includes:

- Items of low usage that may be required for request purposes
- Items in poor physical condition that may be required for request purposes
- Items of local importance or interest
- Items which are regarded as classic or standard texts on a particular subject

- Items that fall within the Isle of Wight's regional or national subject specialisation remit.
- Items that are of seasonal importance or interest

Items placed in the stack must meet the general criteria for open access material. Books will not necessarily be relocated to the stacks just because they are:

- Last copies in the Isle of Wight Library Service
- Of high financial value
- Out of print
- Not suitable for the open shelves

Disposals

Books that are no longer required by the Isle of Wight Library Service are:

- Offered to other libraries
- Offered for sale through the second-hand book trade
- Offered to national and international charities
- Offered for sale in Isle of Wight libraries, in accordance with the paragraph below

Any items that cannot be disposed of in these ways are sent for recycling.

Sales

Items withdrawn from the stock of our libraries are offered for sale in the most cost effective method available. General material is sold to the public through periodic sales in the libraries or through quarterly high profile dedicated book sales.

In order to gain the highest financial return, the more specialised material that is withdrawn from the library is offered for sale through second-hand booksellers or specialised dealers.

Books that contain out of date information which may be harmful, will not be offered for sale, but will be recycled.

Services

Adult

This service aims to provide a range of resources in both print and non-print formats for adults over the age of 17. The service aims to meet the recreational, information and educational needs of the Island's community. Some of the material in these collections may also be of use to children and young adults.

The service aims to:

- Provide a range of material both print and non-print at a general level of interest as a resource for the information, educational, cultural and recreational needs of the Island's community
- Encourage use of the Library Service as an information resource and referral service
- Meet the lifelong learning and personal development needs of the Island's community

Children

This service aims to provide a range of resources both in print and non-print formats for children from birth to 12 years. There is a need to recognise that children's abilities and preferences differ greatly and that some children older than twelve will use the children's collection and that some may cease to use the collection at an earlier age. Children are able to move between different levels in both the fiction and non-fiction collections.

Some material in this collection, which is aimed at children, may also be of use to adults.

The service aims to:

- Support the development of reading and information skills
- Meet the information, developmental and recreational needs of the Island's children
- Aid in the development of individual abilities
- Encourage a lifetime love of books and reading and an established pattern of library usage

Youth

This service is aimed at providing resources for teenagers in the 13 to 17 age group. Both print and non-print materials are provided. Fiction and non-fiction resources are selected with teenagers in mind. There is a need to recognise that young people's abilities and preferences differ greatly and that some young people younger than thirteen will use the teenage collection and that some may continue to use the collection beyond their seventeenth year. Young people are able to move between the different levels in both the fiction and non-fiction collections.

The service aims to:

- Support the needs and interests of the Island's teenagers
- Provide a bridge between the children's and adult's collection
- Support the educational and lifelong learning needs of the Island's teenagers
- Encourage continuous use of the library from childhood to adulthood

Collections

Fiction

We provide fiction for all age groups in English language. The collection consists of imaginative and realistic works to both stimulate and satisfy the recreational, educational, cultural, language and literacy needs of the Island's community. We provide both original English language material and novels and short stories translated into English.

We stock a wide range of genres as well as popular best sellers, classics and award winners. Some popular titles may be duplicated to cater for immediate needs. Demand and availability of finance will determine the extent of duplication.

Some works that are in low demand but are considered to be of enduring value and significance are acquired to add depth to the total collection.

Exclusions. We do not normally collect English language material published outside the UK.

Non-Fiction

The non-fiction collection supports and stimulates the lifelong learning, information, educational, cultural and recreational needs of the Island's community. Materials in book and other formats relevant to children, teenagers and adults cover a wide range of subjects, literacy levels and intellectual content.

To meet demand in certain areas, duplicate titles may be purchased.

Large Print

We provide a range of large print books in all our libraries for people who have difficulty in reading normal sized print. Appropriate large print magazines are provided where available. Our collection covers a wide range of general interest in both fiction and non-fiction.

Spoken Word

As well as being popular with a wide range of readers, spoken word cassettes and CDs are an important type of material for a number of different client groups because they give access to the printed word in a format more suitable to their needs.

The collection consists of a range of popular fiction, non-fiction, poetry and drama. Wherever possible the spoken word collection is located near to the large print section and is accessible to people with visual impairment.

There is a charge for the loan of spoken word material with concessions for certain categories.

We normally only purchase unabridged editions.

Reference

Our reference collection provides information about specific subjects for study and research rather than for general and recreational material.

Material is of high quality in content, format and authority and is available in a variety of forms including books, microfiche, CD-ROM, on-line sources and other media. Reference material is constantly updated within budgetary constraints.

Reference material is for use only within the library and we do not make it available for loan. We do not normally transfer reference material between branches in response to reader's requests.

The major reference collection is housed at the Lord Louis Library in Newport, which acts as a referral service from each of our other libraries. Every other library has a smaller range of reference material according to their size and banding which consists of an specified core collection and other material identified as appropriate for each library's community's needs.

The Central Reference Library in Newport is a designated European Information Point, which provides information from the European Union Headquarters in London.

Children's Fiction

This collection is sub divided to meet the needs of different age and ability groups.

Picture Books

The Kinderbox collection is aimed primarily at children from 0-5 years, although some of this collection is intended to appeal to a wider audience.

The collection consists of:

- Pre-School stories
- Board Books
- Books without words
- Books to teach words and other concepts
- More sophisticated books with broader appeal.

The collection provides a range of titles that stimulate the imagination and introduce children to language and books.

Specific criteria for the kinder box collection includes:

- High quality illustrations and text
- Appropriate relationship between illustrations and text
- High quality paper
- Robust binding
- Durability

Early Readers – Yellow Spot Collection

The early readers collection is aimed at children who have learned to read and are developing their vocabulary and reading skills. The books are selected to be both read by children themselves and for sharing with parents, guardians or carers. The collection is primarily aimed at children of 5-8 years although it is recognised that children's abilities and reading development differ greatly.

Specific criteria used for early readers selection includes:

- Clear legible typeface
- Appropriate relationship between illustrations and text
- Appropriate vocabulary
- Durability
- Appropriate Plot

Junior Fiction

This collection is aimed at children of 8-12. It provides a range of quality and more popular fiction. The collection will extend the vocabulary and reading skills for its intended audience. Junior Fiction is aimed at the independent reader.

Specific Criteria used for the junior fiction collection are:

- Appropriate to age group
- Quality fiction, good characterisation and plot
- More popular fiction
- Some classic titles
- Titles for reluctant readers with this age group in mind

Graphic Novels

Graphic novels form part of our teenage collection but can also be found in the categories for other age groups. They consist of high interest recreational fiction, primarily aimed at teenagers and those for whom the format is more acceptable.

The collection is viewed as a means of encouraging reluctant readers and maintaining an interest in books and reading through the teenage years when reading and library use traditionally decrease. Graphic novels are particularly useful in encouraging boys to read.

Teenage / Young Adults

We provide a range of fiction and non-fiction works in all our libraries to meet the recreational, educational and literacy needs of the Island's teenagers. The collections consist of popular fiction including genre series aimed at maintaining the interest in reading and continued use of the library service. The non-fiction element of the teenage collections consists of books aimed at supporting study and homework needs and providing material of specific interest for the teenage years.

Spoken Word

The same criteria for books applies to spoken word. Spoken word is provided in all libraries on cassette and in Newport Library on compact disc.

Childrens cassettes are categorized into Kinderbox, Yellow Spot, Junior Fiction, Teenage. This banding aids both listener and parents to identify stories appropriate to the age of the child.

Concessions are made for blind, visually impaired and dyslexic borrowers.

Reserve Stack

The Young People's Library Service maintains a small reserve fiction collection. This collection contains previous medal winners, some classics, alternative versions of children's classics and some titles which are used for reservation only.

Language Tutors

We provide a wide collection of cassette and book based courses for self-tutoring in all the major European and a selection of other languages. Our stock consists of both substantial multi-part courses for a thorough working knowledge of a language, as well as short conversational courses and travel packs in languages for popular holiday destinations.

There is a charge for the loan of language tutors.

Foreign Language

We provide a selection of foreign language material in the major European languages in our Band A libraries. The collection is for both foreign nationals who are living on or visiting the Island, and for English speaking people who wish to improve and develop their language skills. The collection consists of both fiction and non-fiction in both the original language and in translation from English and other languages.

We provide access to material in other languages through a number of agency services.

Video

We provide popular recent feature films and new releases, classic films, plays and television adaptations as well as non-fiction on a wide variety of educational and recreational subjects.

New stock is purchased in DVD format in the areas of popular feature films, classic films, television films and dramatisations and children's entertainment. New videocassettes are no longer purchased.

Reservations can be made for recordings which are in stock within the Library Service or which are on order, but we do not accept requests for recordings which are not in stock or on order. However, we encourage both public and staff to submit suggestions for addition to stock.

There is a charge for the loan of video recordings in order to make this service self-financing and to generate income for other non-core services. Reservations for videocassettes and DVDs are free,

Videocassettes and DVDs are available in libraries in all bands.

Recorded Music

The provision and loan of recorded music is governed by the agreement between the Library Association and the British Phonographic Institute. The main points of this agreement as it affects our stock are:

- A three month holdback period from the release date of any recording before it may be loaned
- A limit of two copies of a recording at a service point
- A minimum loan period of seven days

Our collection covers the whole range of musical genres with a particular emphasis on modern popular music in CD format. We aim to provide access to music to respond to the cultural and leisure needs of the Island's community.

New stock is generally purchased only in the modern popular genre although other items may be requested. However, the taking of a request for a recording which is not in stock will not automatically generate an order.

There is a charge for the loan of recorded music in order to make this service self-financing and to generate income for other non-core services.

Recorded music collections are available in Bands A libraries and in all other libraries through a free request service.

Newspapers

We provide a range of national and local newspapers in Band A-C libraries to give access to information about current events and issues. We keep back files of both national and local papers in hard copy, microfilm and CD-ROM.

Essential Skills Resources

Essential skills learning resources and books designed to appeal to new and less confident adult readers will be provided in consultation and co-operation with our partners in the adult and community learning field. These will normally, but not exclusively, be located in libraries which host essential skills learning.

We will seek external funding to develop and promote the collections in partnership with the Isle of Wight College, the Adult and Community Learning Section of the IW Council and other local and national agencies.

Local Studies

The aim of the local studies collection is to provide a comprehensive collection of resources relating to the Isle of Wight. All material, no matter how ephemeral, is considered for collection and held for posterity if it is of local interest.

The collection consists of both contemporary and historical materials, including:

- Monographs
- Newspapers
- Periodicals
- Pamphlets
- Photographs
- Maps
- Annual reports
- Manuscripts
- Sound recordings
- Video recordings
- Microfilms
- Microfiche
- CD-ROMs
- Press cuttings

The main Local Studies collection is maintained by the Island Heritage Service and is housed at the Library Headquarters at Somerton, Cowes although some of this material is housed at the County Records Office. Other libraries have local studies collections appropriate to their banding. Items from the Local Studies Collection are for reference use only. Duplicate copies of local studies material are made available for loan throughout the library network.

Special Collections

The Maritime Collection is currently housed at Cowes Library and consists of books and other material relating to sailing, shipbuilding and other maritime activities that relate directly to the Island.

The Music Collection is housed at Ventnor Library and Lord Louis Library.

The collection at Lord Louis consists of single copy sheet music for most instruments and includes, tutors, play-along scores and standard repertoire. Single copies of vocal scores for operas, operettas, musicals, cantatas, oratorios, other choral music, the County Anthems collection and popular song books are also housed at Lord Louis Library.

The collection at Ventnor Library consists of sets of vocal scores, orchestral sets and chamber music sets. The sets are available for loan to organisations and societies on the Island and also through inter library loans to other locations in the UK. The reserve music book stock is also housed at Ventnor Library and consists of a large selection of books on musicology and music biographies.

The aim of this service is to support and enable musical organisations on the Island by providing sets for both rehearsal and performance. This ensures a rich and thriving range of cultural activities on the Island.

The collection at Lord Louis Library is available for public browsing and borrowing, but the collection at Ventnor Library is restricted to closed access.

We do not actively purchase new scores for this collection. Most additions to stock are in the form of donations and bequests.

Library Science

This collection, housed at Library Headquarters, supports the needs of the Island's library staff to ensure effective selection and management of resources, knowledge of current library trends and issues and current cataloguing and bibliographic tools.

A collection focused on school and children's libraries is housed at the Young People's Library Service. This collection supports the needs of those working in the library service and those developing school libraries. The collection also contains works on specific authors and illustrators. Journals focusing on children's literature and school libraries are also housed here.

Promotions and Circulation of Stock

All promotional activities in the Isle of Wight Library Service are aimed at increasing public awareness and use of the Library Service's collections and services. Each library is responsible for promotions and displays to encourage use and awareness of stock and services at a local level. In order to maintain standards and avoid duplication of effort, these displays and promotions are co-ordinated and supported by the Development Librarian, Stock and Information. In addition we provide high profile displays which circulate through each of our libraries to increase awareness and use of stock and services at an authority-wide level.

- Promote and support reading groups in libraries
- Circulate Well Worth Reading displays through all the libraries
- We provide publicity material and aids to selection in all our libraries in a variety of formats.

Stock is allocated to each service point according to the needs identified in the stock review. Each library is stocked with sufficient material to match the banding level and specific community needs.

The stock in each library is systematically reviewed in order to identify areas of stock that are heavily used and therefore need supplementing, areas where there is a perceived gap in provision, and areas which are less heavily used and where provision could be reduced.

In order to gain maximum use from our stock and to give our readers access to as much new stock for their library as possible we circulate general lending material through each of our libraries by use of stock rotations plans on the DS Galaxy system.

Staff Training

We are committed to a programme of staff training in order to:

- Maintain and improve stock standards
- Gain maximum use from our stock
- Provide the best service to our readers
- Develop our staff

Stock management is the responsibility of all members of staff in the Library Service. Consequently we ensure that all our staff are appropriately trained, helpful and competent in stock management, including:

- Stock acquisition
- Cataloguing and classification
- Customer service
- Repairs
- Promotions
- Display techniques
- Reader-based activities
- Weeding

Training is provided in the most appropriate format, including quarterly training and development days, on-the-job training, in-house training and more formal external courses. All training is monitored to ensure its effectiveness and impact in service delivery.