

## **Appendix 4. Torbay Libraries**

### **Stock Policy**

**2016/17**

**Supporting learning**

**Providing inspiration and enjoyment**

**Promoting reading and developing literacy**

**TORBAY COUNCIL**

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## 1. Aims

The Stock Policy aims to ensure that:

- Our customers are provided with a comprehensive and balanced range of books subjects in a range of formats including audio-visual and digital materials relevant to their needs, within budgetary constraints
- Stock is treated as a service wide resource across Torbay and managed as a single entity to ensure its maximum use
- Stock analysis, editing and profiling of stock is regularly carried out to monitor stock performance including its age and condition
- Stock is selected via a streamlined, efficient and professional system
- Funds allocated for stock purchasing are used in an efficient and effective way to allow a consistent and equitable approach across all service points
- Promotion and display of stock is undertaken as an integral and vital part of stock management.

## 2. Background:

The Stock Policy sets out in detail the principles governing the purchase and management of materials for Torbay Libraries. It is revised regularly and is complimented by a number of policies for specific areas which are available on the library service web pages:

- Local Studies
- Children and Young People

Legislative and related influences on the Stock Policy are:

- the Public Libraries and Museums Act 1964 (section 7) which states:

*“It shall be the duty of every library authority to provide a comprehensive and efficient library service for all persons desiring to make use thereof”*

And

*“a library authority shall in particular have regard to...the keeping of adequate stocks, by arrangements with other library authorities, and by any other appropriate means, that facilities are available for the borrowing of, or reference to, books and other printed matter....and other materials, sufficient in number, range and quality to meet the general requirements and any special requirements both of adults and children”.*

- Legislative acts such as the Copyright and Design and Patents Act 1995. These are listed in detail in Appendix 1.
- Guidance from the National Acquisitions Group Publications ([www.nag.org.uk](http://www.nag.org.uk))
- Local Government Act 1999

### **3. Stock – The Core of the Library Service**

Stock is defined as all the materials, printed, non-printed and electronic, acquired or borrowed by Torbay Libraries for the community to access in the library or remotely. We will provide a varied and balanced stock, reflecting current interests whilst maintaining an appropriate core stock for historical record.

Our core lending collection is free to all members. We charge for reservations and the loan of certain non-book material which is allowed under the 1964 Public Libraries and Museum Act and the Local Government Act of 1988.

Each library will offer the same range of services, but with the level of provision tailored to the size of each library. Each service point will reflect local requirements and give access to the whole Torbay collection and to the national library network.

### **4. Freedom of Choice**

We take our lead from the following statement made by the Chartered Institute of Library and Information Professionals (CILIP):

*“the function of a library service is to provide, so far as resources allow, all books, periodicals etc. other than the trivial, in which its readers claim legitimate interest. In determining what is legitimate interest the librarian can safely rely upon one guide only – the law of the land. If a publication of such matter has not incurred penalties under the law it should not be excluded from libraries on any moral, political, religious or racial ground alone, to satisfy any sectional interest”*

We aim to provide, within our financial limitations, a wide range of stock that promotes all aspects of life and reflects all shades of opinion. Publications that are legally available will not be excluded. Each item will be evaluated and judged by the standards and selection criteria set out in this policy.

## **5. Controversial Material**

The Museums, Libraries and Archives (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. To reject stock solely because it is considered controversial would not be in the interests of intellectual freedom. Controversial material will be evaluated according to our selection criteria.

## **6. Resources Budget and the Acquisitions Process**

At the beginning of each financial year the size of the resources (stock) fund is determined. The breakdown of expenditure within different sections such as fiction/non-fiction or electronic resources is agreed at the Operations Group, after reference to a number of factors. This includes levels of use, consultation with librarians across the service, stock analysis and service priorities.

Torbay Libraries is part of a book stock-purchasing consortium. As a member of the Consortium for United Stock Purchase (CUSP) combining with fourteen other South West local authorities enables us to gain competitive discounts, maintain a high level of service and maximise the budget allocation for library materials. The performance of suppliers is regularly monitored and reviewed by CUSP.

Some types of material may be purchased directly:

- Items that can only be purchased direct from publishers
- Specialist subject areas
- Books written by local authors, including books on local history
- Non-book material such as maps, E-books, E-audio, CDs and DVDs

Staff in the Bibliographical Services Department undertake the ordering of stock from suppliers and arranging loans from other library authorities for customers. All acquisition procedures are reviewed regularly for effectiveness and efficiency. The department and the management of the resources budget is overseen by the Libraries Manager.

### **Donations and Unsolicited Stock**

In addition to purchased stock donations are accepted, but only on the understanding that they become property of the Torbay Libraries. Donated stock will be used to the best advantage of the library service and may be sold or disposed as appropriate. Unsolicited

items may be assessed for purchase against our selection criteria and then bought through CUSP. Those not purchased will not be acknowledged or returned to the sender unless postage and packing have been included.

## 7. Stock - Selection Methods and Criteria

Stock is selected by a variety of methods including:

- Supplier selection of stock – from defined profiles and rankings for fiction and non-fiction stock agreed with Torbay Libraries
- Bibliographical sources from the internet, publishers and booklists
- Recommendations and requests from customers and staff

Our decisions on stock selection take into account:

- **Quality** - Merits of author, series, reputable publisher, estimated shelf life, binding
- **Presentation** - Paper quality, typography, illustrations
- **Currency** - Current affairs, new edition, accurate and comprehensive contents
- **Relevance** - Fluctuating demands, topical interest, balanced stock, specific and known demands, needs and interest of community, best in field, stock gap
- **Graduate and research material** is provided, where appropriate, through Inter Library loans from other library authorities
- **Sequel** - Do we hold previous titles in this sequence?
- **Local interest** - for example the fishing industry at Brixham
- **Ethnicity** - Changes in the local ethnic minority population
- **Ease of use** - Social inclusion needs
- **Formats** – A variety of formats will be purchased i.e. hardback, paperback, graphic, spoken word, large print, ebook and eaudio, and multimedia but some formats may be inappropriate for library use and will not be purchased
- **Cost** – Value for money
- **Popularity** - Reviews, reader requests
- **Existing stock** – balance, coverage and existing or alternative titles
- **Proportion** of Fiction to Non-fiction, and hardback to paperback books
- **Rights** – Whether UK rights exist for an item

For each type of stock we select according to the following criteria:

## 7.1 Book stock

### **Fiction**

A wide range of titles will be considered for purchase, including new authors, popular authors, English translations, classics and standard works.

In selecting fiction stock we will include works which:

- Provide entertainment and leisure reading
- Extend literacy
- Encourage the reluctant reader
- Develop a wider reading outlook including books reflecting cultural diversity

### **Non-fiction**

We will select from a wide variety of stock covering subjects at a range of levels from basic skills to undergraduate level. Materials of local interest will be purchased for both lending and reference collections. When selecting non-fiction stock, we will give emphasis to:

- Supporting individual lifelong learning
- Assisting personal development
- Providing health information including books on prescription
- Promoting positive use of leisure time
- Furthering knowledge of the local area and its history
- Providing entertainment and relaxation

## 7.2 Newspapers and Periodicals

The majority of the service's newspaper and magazine stock is held at Torquay, including national broadsheets, a selection of local newspapers and a range of popular magazines. Other service points hold at least one national daily, plus a local newspaper and a small collection of periodicals. At Paignton and Torquay a selection of magazines are available for loan. Within budgetary constraints the selection criteria will reflect the readership of the local community. Through digital subscriptions such as the Times Digital Archive customers will also have access, where possible, to newspapers published online.

### **7.3      Audio Visual**

We aim to buy a range of titles to reflect current interests for adults and children to maximise income earned from loaning the material. In general we will decline to purchase older materials that, in our opinion, would have limited interest and usage. Spoken word is purchased centrally in a variety of formats including CDs, and E-book and Eaudio formats to reflect the varied needs throughout Torbay. Items with running times of less than 30 minutes duration are not normally bought, unless the content is considered to be of particular significance.

### **7.4      Music and Drama**

Torbay Libraries has joint arrangements with both Plymouth Libraries and Libraries Unlimited to use their extensive collections of music and play sets. A small collection of single copy music scores is held by Torbay Libraries.

### **7.5      Digital Formats**

We regularly review new digital formats and new and existing online services to assess their suitability for library or home use. Where appropriate traditional formats will be replaced or complemented by digital formats.

Torbay Libraries use the Overdrive Virtual Branch Library software for customers to access a range of ebook and Eaudio titles at home 24/7.

## **8.      Management of Stock**

Principles underlying our stock management are:

- Stock in our libraries is managed as single collection allowing for maximum use and to meet the needs of all the Torbay Community.
- Stock is a live resource, changing and developing as the Torbay's community needs vary over time
- Some material is of limited appeal and over represented subjects will be edited

- In Local Studies the emphasis will be on the conservation of local material. Priority will be given to works of non-fiction: purchase of works of fiction by authors resident in Devon will be at the discretion of the Local Studies Librarian

## 8.1 Editing and Movement of Stock

Stock management guidelines ensure consistency in shelf checking for stock condition, revision criteria and provide a timetable for stock editing. Stock editing includes:

- Circulating or removing items that have not been issued within a given period of time
- Removing non-fiction books with out of date information
- Replacing older copies with new copies or editions where available and cost efficient and the copy is beyond repair
- Deciding whether to rebind, repair or replace items. Items will be repaired where damage is minor and the item is worth retaining. Rebinding will occur only if any item is suitable, has historical value and it is cost effective to do so.
- Whether to retain infrequently used material to our stock or arrange disposal to other libraries, sold or sent for recycling. Each library sells ex-library stock but Torbay Libraries will not withdraw a particular item from library stock to sell to a specific customer. Items that are not disposed of in this way are sold on to a bookseller.

To maximise use and availability of stock in all our libraries some popular stock areas are rotated on a regular basis i.e. science fiction, gardening, craft. This allows customers to see a wider and more diverse range of titles without additional copies being purchased.

## 8.2 Reservations

For a small charge customers may place a reservation for items not on a library's shelves. Where the item is on another Torbay library's shelf or currently on loan a reservation is set on the library catalogue and the item is supplied as soon as it becomes available. Titles not in stock and available for purchase will be considered for purchase. Also if the purchase price is lower than the inter-library loan cost the item will be considered for purchase

If items are out of print, unavailable or not suitable for purchase the customer (for an additional fee) can request to use the inter-library loan service (chargeable). Inter-Library loans may be supplied by SWRLS (South West Regional Library System, CONARLS (the circle of Officers of National and Regional Library Systems) Unity UK or the British Library Document Supply Service (a national network of inter-library loans)

Where we cannot supply an item to satisfy the request, customers will be given the reason for this.

We aim to meet the following standards:

Percentage of requests for books met within:	Percentage of requests for books met:
7 days	50%
15 days	70%
30 days	85%

## 9. **Organisation and Promotion of Stock**

Our library catalogue is available on the internet and in all libraries:

[www.torbay.gov.uk/libraries](http://www.torbay.gov.uk/libraries). This gives details of each title and where each item is held. Adult fiction item records give guidance about the genre of the title. In addition customers are able to contribute reader reviews and make reservations on-line. Our e-book catalogue: <http://torbay.lib.overdrive.com> is easily accessible to search and use on home computers.

Shelf guiding, subject indexes and leaflets explain how to find areas of stock. Staff are available to give further guidance. Fiction is generally shelved in alphabetical order and new books will display spine labels indicating major genres. Non-fiction is classified using the Dewey decimal classification. Music CDs are colour coded with explanatory guiding and DVDs are in order by the title's initial.

Good quality display of a range of books enhances customers' experience, helps to inform choice and is a part of the stock management process. We do this by:

- Highlighting new titles

- Taking part in national promotions
- Face on displays
- Reading Groups and Poetry for Pleasure Groups
- Author and other literary based events in library and in the wider Torbay Community
- Staff training in display and promotion work.

## 10. Evaluation and Performance Indicators

We regularly review and analyse a variety of data relating to levels of provision and the use of stock. This includes statistical reports for internal use, (enabling detailed stock analysis to look at usage and help plan future purchases) and for CIPFA (Chartered Institute of Public Finance Accountants) as well as the PLUS (Public Library User Survey). Supplier selection stock profiles are reassessed annually.

Our stock is protected and secured in a number of ways including the use of CCTV. A system of overdue letters is in place and charges for lost and damaged items reflect its age, condition and rarity. We monitor areas of stock loss on a regular basis.

We are always striving to improve our performance by working with other departments in the Council and through informal partnerships with other relevant organisations. We welcome customer comments and feedback via our website ([www.torbay.gov.uk/libraries](http://www.torbay.gov.uk/libraries)), feedback cards or by email to: [libraries@torbay.gov.uk](mailto:libraries@torbay.gov.uk)

## Appendix 1

- British Phonographic Institute/Library Association Agreement 1994
- Children Act 1989C
- Computer Misuse act 1990
- Copyright, Design and Patents Act 1995
- Copyright (Visually Impaired Persons) Act 2002
- Data Protection Act 1998
- Disability Discrimination Act 1995 (2005)
- EC Directive No 77/62 (Public Procurement)
- EU Copyright Directive 2000
- Freedom of Information Act 2000
- Human Rights Act 1998
- Library Charges (England and Wales) Regulations 1991
- Local Government Act 1999 (2003)
- Local Government and Public Involvement in Health Act 2007
- Obscene Publications Act 1959, amended 1964
- Public Libraries and Museums Act 1964
- Public Order Act 1986
- Race Relations Act 1976
- Race Relations (Amendment) Act 2000
- Racial and Religious Hatred Act 2006
- Sex Discrimination Act 1975
- Terrorism Act 2006
- Video Recording Act 1984

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