

Calderdale Libraries, Museums and Arts Stock Management Policy



The Stock Management Policy will tell you:

- How books and other library materials are selected.
- How we present those materials to you.
- How we try to increase choice for you by circulating our stock around our libraries.
- How we deal with requests.
- Why library materials are withdrawn, and what happens to them.
- What we offer in our various collections.
- The aims that guide us when managing library collections.
- The results of consultation with our users about this policy.

Introduction

Calderdale has a range of libraries varying greatly in size and serving a diversity of communities and individuals. The amount of library materials available for purchase is great, and funds limited. It is important that funds are spent wisely.

These are the aims which underlie how we select and manage our stock –

We view literacy and reading as essential skills and a source of enjoyment. We aim to provide a wide choice of popular materials to meet the leisure needs of our communities, and promote the positive and creative use of leisure time.

We will support formal and informal lifelong learning and the development of skills by providing a wide range of educational materials.

Our diverse communities have wide and varied interests and needs. A vast range of materials is

available to us, from popular bestsellers to little known and hard to obtain titles. We will respect the demand for popular, material, but will provide a wide diversity of stock, and give customers access to lesser known authors, artists, publishers and labels, in order to widen choice. The national media highlights a very selective selection of the rich diversity of materials available. We will provide a much wider choice. This will mean that we will not always be able to provide bestsellers in quite the quantities that some customers might expect, and we will sometimes buy titles that do not issue as well as we hoped.

We intend to provide materials that support and reflect a wide diversity of cultural backgrounds and social views, encourage a sense of self-esteem in people of all cultures, foster an awareness of different cultural values, and keep abreast of cultural changes, Our collections will not only reflect diversity, but also celebrate it, and challenge cultural stereotypes.



Whilst reacting positively to expressed demand, we will also try to cater for customers who are not confident in making their needs known, and we will try to identify the possible requirements of non-users.

One of the strengths of the public library is the ability to provide out of print materials. This, together with the range of our collections, means that we offer far more diverse collections than will be found in bookshops. We will maintain our store collection of older material, and ensure that important titles are kept in store instead of being withdrawn.

We will provide current reference materials, convenient access to online resources and a wide range of information to empower people to make informed choices and a positive contribution to the community.

Materials in a diversity of formats will be provided – to improve choice and coverage, and meet special needs.

Materials will be relevant, up to date, of good quality and exchanged regularly to increase choice.

We aim to support local heritage, improve the quality of life and the enjoyment of living in Calderdale, and support and strengthen the economic life of the community.

Customers should be able to find the book or information they need on most of their visits to the library, and the majority should consider the service to be good or very good.

We will seek and respond to feedback from customers, and try to identify, assess and meet the needs of lapsed customers and non-users.

This document describes the service that we offer and the procedures that we will use to deliver this service. It is intended to both inform the public, and act as a working tool for staff. It will be updated at least every three years. The full policy, as revised and published in February 2009 is available here for reading online, or downloading.

If you would like this information in another format or language, please contact:

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Stock Management Policy

In developing its key service aims Calderdale Libraries takes into account the Corporate Plan of Calderdale Council, the Calderdale strategic plan and our obligation under the Public Libraries and Museums Act (1964) to provide a "comprehensive and efficient service". We will seek continuous improvements in stock procurement by monitoring and refining our present practices - and by active involvement in regional or national initiatives aimed at meeting the "Framework for the Future" agenda, the government's vision for improving public library services.



Principles

- All materials belong to a single collection, and are circulated between service points.
- Most book materials will be selected by our Library Supplier(s), acting on our detailed specification of requirements.
- We will aim to meet the needs of actual and potential borrowers, including both those who make their needs known and those less willing to communicate with staff – and those who do not yet use our service.
- We aim to provide both specific titles, and an opportunity to enjoy something different.
- All libraries and service points act as a gateway to the whole library service.
- All lending materials can be requested from any service point.
- Stock use will be encouraged through effective use of marketing, promotion and display.
- Materials specifically requested by customers will be bought, or borrowed from other libraries.
- We will continually try to identify and meet the needs of people who do not currently use our service.
- Data from our Library Management System will inform decisions relating to selection and circulation.
- Most of our lending stock will be less than seven years old.
- The quality and diversity of our stocks, coupled with our ability to maintain and exploit material that is not currently available - enable the provision of a unique service.
- Reading can be a creative act based on a dynamic relationship between author and reader.



Formats

- Both paperback and hardback formats will be bought, with a bias towards paperback. As more titles appear only in paperback format, this balance will change to reflect publishing trends. Evidence from monitoring exercises suggests that many readers prefer paperbacks.
- Materials that support leisure, education and culture will be bought in a variety of formats to meet the various needs of our customers, to attract non-users and to re-inspire lapsed users.
- Technological and cultural changes affecting the relevance and availability of specific formats will be closely monitored.
- Every effort will be made to obtain appropriate material for people with special needs.

Selection Policy

A small team will monitor the selection process, and spend monies not allocated to Library Suppliers through the Supplier Selection process. Monitoring of the process will include considering the proposed selections at pre-order stage, physically inspecting a proportion of the stock as it arrives, assessing the stock in daily use, as far as possible, and considering withdrawn stock. Continual feedback will be sought from all service points both informally and at regular meetings. A larger team will review the Supplier Specification annually. Supporting documents -Staff Manual Section L "Library Stock Selection and Maintenance" (awaiting revision).



Arrangements with at least one local book shop will be put in place to ensure that the selection process is informed by details of all locally published titles, and other titles of local interest.

Adult Fiction.

We will provide -

- A wide coverage of all fiction currently available, catering to all tastes and a range of different reading audiences - and including experimental and controversial titles.
- Materials that reflect cultural and social diversity, in line with central and local government social inclusion best practice, providing titles relevant to all cultures and individuals.
- All available "Classic" titles.

- Sufficient popular titles to meet anticipated demand, within budgetary constraints, and within the context of our intention to provide a wide ranging stock.
- Copies of prize winning and "Top Ten" titles in sufficient quantities to meet demand without leaving many surplus copies when demand subsides.
- Materials suitable for newly skilled readers.
- Works by first time authors.
- Materials to support reader development, including sufficient quantities of suitable materials to meet the needs of the Reader's Groups that we run or support.
- Materials relevant to all local communities and cultures. Collections as a whole will reflect cultural diversity, with additional emphasis on stock in English that reflects other cultures in locations where this will meet the needs of the surrounding community.
- Books in languages other than English to meet the needs of local communities and individuals, and in response to demand.
- Regular changes of material to increase choice.



Adult Non-Fiction

We will provide -

- A diverse, dynamic selection of factual material for educational, recreational, informational and business use that covers the widest possible range of opinion.
- Popular and academic titles in the ratios specified for categories of service points in our Supplier Specification.
- Material that is current, authoritative and of high quality.
- At least one copy of all material of local interest that is in a suitable format.
- Prize winning and "Top Ten" titles as indicated in our Supplier Specification.
- Materials that reflect cultural and social diversity, including titles of specific interest to all local communities. Material in community languages will be provided at appropriate locations. Collections as a whole will reflect cultural diversity, with additional emphasis on stock in English that reflects other cultures in locations where this will meet the needs of the surrounding community.
- Materials that will assist in the learning of languages, including English as a second language.



- Sheet music covering mainly popular material.
- Special collections to meet the needs of customers who may have difficulty using standard materials.
- A dedicated unit to assist in meeting the learning and information needs of customers with disabilities.



Reference and Information

We will provide -

- Reference and information materials to support formal and informal learning.
- Business information to support the local business community.
- Community Information covering rights, health, local issues, council services.
- Local studies material covering all aspects of the history and development of local communities, including materials for pupils and students studying local history as part of formal or informal education. A comprehensive collection is held at the Central Library, Halifax - smaller collections at Community libraries, partly depending on what titles are available covering specific localities. Larger Community libraries will have designated geographical areas as specialisms that will assist when deciding whether material should be in their collections. Where possible, lending copies of local history materials are also provided. Access to collections is enhanced by new online resources such as "Weaver to Web" <http://www.calderdale.gov.uk/wtw/> .
- General information resources to support everyday living.
- The widest possible selection of stock in the Central Reference Library, including the best available current titles in each main subject area, and material to cover main enquiries at Community libraries.
- Stock circulation and rota systems for standing order titles to ensure a wide and current range of material at Community libraries.
- Information from on-line sources if considerations of currency, flexibility and value suggest that such sources are preferable to traditional printed materials.
- Access to selected subscription only high value web sites offering enhanced reference information.



Supporting document -

Local studies collection policy

Children's and Teenage Materials

We will provide -

- Attractive and easily accessible materials that will encourage children, from their earliest years, to read for enjoyment and pleasure.
- Materials to support the educational needs of children, and to encourage the expansion of their knowledge. Study guides for National Curriculum core subjects in English and Maths for SATs and in English, Maths and Science or Key Stages will be bought and maintained. These will not be revision booklets.
- Materials to encourage children to understand their own and other people's situations and environment, and to make choices about their lives
- Materials to meet the needs of Calderdale's multicultural communities, including mother tongue titles and dual language books suitable for children and young adults of all ages, where possible. Positive role models for people of all cultures and traditions are sought.
- Support and encouragement for children with special needs to read and enjoy books. Appropriate materials may include storytapes/CDs, large print books, tactile books, clear vision books.
- Material in line with central and local government social inclusion best practice, presenting race, disability and gender in a positive way.
- A comprehensive range of books for pre-school children, including board books, textured books, picture books, sturdy novelty books.
- Information materials reflecting both educational and leisure needs and interests.
- Materials specifically aimed at young adults.
- A basic range of good quality, current reference books. As many Community Libraries as possible will have an up to date set of children's encyclopaedias, and all will have on-line access to selected reference sources.
- Separate young adult collections containing materials specifically selected to be appealing and relevant to this age group.
- Materials of specific interest to young adults kept in both the young adult and adult collections.



Sound and Vision Collections

DVDs. We will provide -

- The widest possible selection of new and classic releases, from blockbusters to non-fiction titles.
- An extensive range of World Cinema releases.
- Collections in as many service points as possible, within the constraints of financial viability, and subject to customer demand.
- A high quality service, at economically maintained rental charges.
- Popular titles as soon as they are available.
- Titles of educational and special interest.
- A DVD "Profile" has been written – this specifies which libraries will receive which categories of stock.
- Rotation and re-allocation will ensure that stock is put to best use.



Supporting document – DVD profile.

Videos

We will provide -

- At the Central Library, Halifax - a small collection of non-fiction videos (whilst still viable) that are not available on DVD in the UK.
- At the Central Library – a collection of videos that are not available on DVD will also be maintained in store.

Compact disc

We will provide -

- The widest possible range of music categories and genres.
- An extensive range of world music titles.
- Collections in as many service points as possible, within the constraints of financial viability.
- Music relevant to local cultures.
- Quality collections that include prize and award winning titles.
- Popular titles as soon as they are available, within the context of conditions stipulated by the British Phonographic Institute (3 month hold back of many titles).
- The likely demand for popular best selling music on CD will be regularly assessed in the context of a market driven by rapid cultural and technological change.

Software.

We will provide -

- Software titles are not currently held as specific collections. Titles that enhance our stock will be bought individually.
- We will consider the provision of console games - in one or more of the formats that have achieved greatest market penetration - as a service improvement.

Spoken Word Materials.

We will provide -

- Materials in CD, cassette and MP3 format. Proportions of stock in each category will be adjusted in the context of changing demand.
- Adult and children's fiction and non-fiction (including Language Courses).
- Collections in as many service points as possible, within the constraints of financial viability. Talking Books in CD format will initially be available from Central and larger Community Libraries.
- Collections consisting of mainly unabridged titles.
- Access to multiple copies of selected titles for use by Reader's Groups.

Supporting document -

DVD profile.



Newspapers and Periodicals.

We will provide -

- National and local newspapers at the Central Library, Halifax and at a number of Community Libraries. Customers will be consulted at regular intervals as to which newspapers are required where. Such consultations will inform subscription decisions, which will be taken in the context of available funds. The reason for providing newspapers is to provide current information about both the local and the wider world, and to foster the concept of a welcoming community space.
- National and local newspapers in foreign languages will be provided if appropriate to the needs of customers of the relevant library, as identified by staff feedback, or community consultation.
- Past issues of national and local newspapers will be held at the Central Library, Halifax and also at some Community Libraries.
- Periodicals at the Central Library, Halifax and at a number of Community Libraries. Customers will be consulted at regular intervals as to which periodicals are required where. Such consultations will inform subscription decisions, which will be taken in the context of available funds. Periodicals will be provided which support our book and other stock - particularly in the areas of recreation and information - and which help to make our libraries pleasant places to visit and spend time.
- Periodicals in foreign languages will be provided if appropriate to the needs of customers of the relevant library.
- Periodicals of specific interest to young adults (identified by consultation) will be provided at the Central Library Halifax and at selected Community Libraries as part of our attempts to provide services that are relevant and attractive to this age group, and to provide an attractive community space for them.
- Certain periodical subscriptions may be taken primarily for staff use to assist the selection process. Such periodicals will be made available to the public thereafter if they are likely to attract customer interest.



Procurement

We intend to acquire at least 200 volumes per one thousand population annually, in line with current best practice. New material will be made available to the public within one week of being received by the library service.



Calderdale Libraries.

The service is delivered from the Central Library, 22 static community libraries, and two mobile libraries.

The type and scale of stock provided at each library is decided by the nature of the community served. Detailed profiles of the community served by each library will inform the selection specification.

For the purposes of the Supplier Selection Specification, these service points are grouped as -

- The Central Library (Halifax)
- Key Libraries - larger Community Libraries serving town centres or busy shopping areas.
- Large Community Libraries - Community Libraries/service points open between 20 and 35 hours per week centred in residential areas. Also included here are the Mobile Libraries serving sheltered accommodation and homes for the elderly, and making urban and rural stops.
- Small Community Libraries - Community Libraries/service points open less than 20 hours per week in smaller pockets of population/communities.

The Supplier Specification

This document is available for consultation. It refers to adult book stock. A similar process will be followed for children's stock procurement. Elements of Supplier Selection will be introduced into procedures for selecting Sound and Vision materials. The examples which follow demonstrate quantities and range of specific types of material that may be ordered, and how they will be divided between groups of libraries -

Hardback Fiction

A maximum of 14 copies of a popular title will normally be bought -

- 2 copies : Central Library
- 7 copies : Key Libraries
- 5 copies : Larger Community Libraries
- 0 copies : Small Community Libraries.

Paperback Fiction

A maximum of 12 copies of a popular title will normally be bought -

- 1 copy : Central Library
- 3 copies : Key Libraries
- 2 copies : Larger Community Libraries
- 6 copies : Small Community Libraries.



Non-Fiction

ratio of Academic and popular titles -

- Central Library - 60% Popular, 40% Academic
- Key Libraries - 90% popular, 10% Academic
- Larger Community Libraries and Mobile Libraries - 95% Popular, 5% Academic
- Small Community Libraries - 100% Popular (under review).

Whilst a wide range of material will be offered in all libraries, the emphasis in smaller libraries will be on recreational reading. The Supplier Specification will not include lists of specific authors, as we believe that this would be restrictive.

Stock Circulation

- Stock is bought for Calderdale Libraries as a whole rather than for specific service points, in the expectation that all titles will circulate around several service points.
- The purpose of stock circulation is to offer customers the widest range of titles, to obtain best value from individual titles, and to maintain a uniform stock quality.





- Stock circulation will be largely automated, using facilities present in the Library Management System, and based on the concept of "rotation codes" which are attached to individual titles before they are put into stock.
- Although circulation will be largely automated, until such time as most of the stock bears a "rotation code", there will remain a need for manual relocation of stock when appropriate. Relocation is an alternative to withdrawal for items that are no longer issuing. Ideally it should be applied before the item has reached this stage.
- The use of rotation codes will work in tandem with instructions in the Supplier Specification regarding the supply of materials to designated groups of libraries ("bands"), to avoid duplication and ensure good distribution of materials. Codes will be applied at the ordering stage. In general – popular material will be bought for several locations, whilst other materials will be rotated.
- Rotation codes will be monitored regularly and adjustments made if necessary in the light of evidence based performance indicators. The length of time that a title remains at each service point is of particular importance.
- The length of time that a title circulates will be set at the likely useful life of the title.

Supporting Documents

Staff Manual Instruction L1.2.1 "Adult Book Selection Meetings" and appended Rotation details. (Awaiting revision).

Staff Manual Instruction L 2.1 "Removing Adult Lending Book stock". (Awaiting revision).

Staff Manual Instruction 2.4 "Stock Rotation - Transfer Alerts" (Awaiting revision).

"Stock Circulation Guidelines".

Stock Maintenance



- Collections must be up to date and physically attractive.
- Collections must not contain out of date or inaccurate material.
- Collections should have even coverage, without stock gaps or excessive coverage of specific subject areas.
- Stock maintenance is the responsibility of professional staff charged with this duty and also of all staff working with lending and reference collections. Shelf tidying, the cleaning of book covers and other minor repairs must be a part of the normal routines of appropriate staff, following documented stock maintenance and editing guidelines and withdrawal policy.
- Stock will not have "home made" stickers attached to the cover.
- The physical condition, currency and issue rate of all stock will be considered at least once a year by staff with responsibility for all collections. Staff at individual libraries will ensure that stock in poor condition is dealt with at once.
- The stock maintenance process will be assisted by reports from the Library Management System highlighting items that may require attention.
- Accuracy and range will also be considered at least once a year.
- Over-stocking and duplication will be addressed at least once a year.
- Stock in poor physical condition will be withdrawn (or rebound if the title would otherwise be replaced, and binding is the less expensive option).
- Stock that is not issuing will be withdrawn, unless there is good reason to think it will issue elsewhere.
- Gaps in subject coverage will be noted and rectified by either purchases from funds excluded from the Supplier Specification process (Stock revision), or by feeding into that process.

Supporting documents -

Staff Manual Instruction L 2.3 "Removing Adult Lending Stock from Shelves - Overflowing/full/tight/almost full".

Staff Manual Instruction L 3.1 "Mending (Repairs)".

Staff Manual Instruction L 3.3 "Binding".

"Stock maintenance guidelines - cleaning and repair".

"Stock maintenance guidelines - rebinding".

Stock Revision

- We aim to provide collections that achieve excellence in their range and quality.
- Excellence in range is achieved by covering all relevant subject areas and fiction genres, and by stocking the range in quantities appropriate to the size and interests of the customers of specific service points.
- Excellence in quality is achieved by stocking not just currently popular titles, but fiction and non-fiction titles of lasting importance.
- The purpose of stock revision is to achieve continuing improvement in the range and quality of the stock, to remedy deterioration in stock quality and range caused by withdrawals (we cannot assume that the Supplier Selection process will automatically replace important titles that have been withdrawn with similar titles), and to be responsive to changes in local requirements and in available titles.
- Stock revision is a continuous process. Ideally, all stock should be considered annually. In practice, this may not be feasible.
- Staff working at libraries will be expected to have a knowledge of local interests, and be able to supply feedback for the stock revision process.
- Such feedback should inform the Stock revision process for available titles, and be passed to our suppliers for future titles.
- Gaps in subject coverage may be identified by reports from the Library Management System.
- Important titles will be identified by research, including bibliographies and reading lists.
- Funds will be excluded from the supplier selection process for Stock revision purchases.

Stock Presentation and Promotion

- Stock will be presented in an attractive and accessible manner.
- As much attention should be given to promoting stock as is to selecting it.
- First impressions are crucial - the presentation of the stock makes a statement about the service offered.
- Shelves should not normally be more than two thirds full.
- Shelves will be tidied every day.
- Carousels should not be so full that books cannot be easily removed.



- "Face out" display will be used to increase the visual appeal of our collections.
- "Face out" shelving will be used only for titles which have attractive covers. It will not be used indiscriminately.
- Quick book choices suited to people in a hurry and/or to people acquiring reading skills will be presented prominently in a bright and attractive way.
- One of the aims of stock presentation is to attract new customers, keep them as library members and to widen the reading range of existing customers.
- New, attractive display shelving and supporting graphics will be bought regularly, depending on available funding.
- Shelf guiding and promotional graphical material will be standardised and a rolling programme initiated to spread this feature to all Community libraries/service points.
- Attractive and interesting circulating displays will be bought regularly.
- Staff will be advised and trained in stock presentation and promotion.
- Staff will be trained to assist and advise customers, and to promote reader development.



Supporting document -

Staff Manual Instruction M 2 - "Stock Displays".

Current Awareness

- Staff involved in the selection process will be expected to maintain current awareness of newly published titles by reading reviews in newspapers and journals, or on-line, regularly. Time will be made available during working hours for this.

Staff Involvement

- All staff are encouraged to read reviews and make comments and suggestions on improving stock.
- Staff with personal interest in or knowledge of specific subject areas are encouraged to make regular suggestions of purchases to improve holdings related to their area of interest.
- Staff working in Community Libraries should provide feedback on the relevant interests of their customers. This may be informally, at any time – or when giving formal feedback about the supplier selection process.

Customer Involvement



- Customers are encouraged to make suggestions and comments about the stock. Mechanisms will be provided to encourage such participation. Feedback from customers will be given serious consideration, and acted on where possible.
- From time to time customers may be invited to assist in the selection process.

Requests



- Any title listed on the library catalogue, and any title or periodical not in stock may be requested. A charge may be made for this service if the title has to be obtained from another library.
- If the requested title is not in print, it will be borrowed from another library if possible.
- If the title is in print, it will be bought if it is considered a useful addition to our stock. If the title is not considered of potential benefit to our customers, or is considered too expensive, it will be borrowed from another library if possible.
- The Library Management System will provide alerts when extra copies may be required to meet waiting lists for requested items. We will buy multiple copies of heavily requested titles, whilst attempting not to buy so many that copies become surplus when the initial demand subsides.
- Newly released top DVDs may not be requested.
- Material that is only offered for reference use cannot normally be requested.
- We will not normally attempt to buy or borrow material, which we consider unsuitable for library use if it is easily available, and costs less than £8.99 (This price will be reviewed periodically).
- Requested material may be borrowed from other libraries, or bought from library suppliers or publishers. Other sources of supply, such as online sellers, are currently being considered.
- If customers wish to suggest titles for purchase, instead of requesting them, mechanisms will be provided to do this. One such method will be an online suggestions form.

Donations

- As we wish to provide a high quality service, we are only able to accept donations, which are less than 5 years old, and in very good physical condition.
- Local History material is always welcome, and is not expected to meet these criteria.
- Donations, if they meet the above criteria, are accepted for use in any library. No guarantee can be given that any donation will be retained at any specific location.
- Unfortunately, we are not able to assist customers to dispose of unwanted books.

Supporting document -

Staff Manual Instruction L.5 "Donations".

Withdrawals

- The process of stock management requires the regular withdrawal of older items.
- Normally, the number of items withdrawn will be similar to the number of items acquired in any year.
- Material will normally be withdrawn because -
 - It is in poor physical condition
 - It contains dated or inaccurate information
 - It is not issuing well.
- Alternatives to withdrawal are -
 - binding - if the title needs replacing, but is out of print, or costs more than the cost of binding.
 - placing in Store - if the title is of lasting value, but not suitable, due to physical condition or likely issue rate, for placing on open shelves. It is a serious responsibility for all staff involved in stock withdrawal to identify potential store items. Training and advice will be given to assist such staff.
- All staff are expected to identify stock in poor physical condition (grubby, loose pages, worn, stained etc) for possible withdrawal or repair.
- Staff withdrawing stock should consider whether the item being withdrawn should be replaced. If the book is a popular, high issuing title and there are few other copies, or the title is a classic of its kind, or contains important information not available elsewhere - if in print, a suggestion to replace should be forwarded to the appropriate officer.





- The stock maintenance programme will ensure that all low issuing stock is considered for withdrawal annually, if possible.
- Reports from the Library Management System may be used to identify titles to be considered for withdrawal.

Supporting Documents -

Staff Manual Instruction L 4 "Withdrawal and Disposal".

Staff Manual Instruction L 4.1 "Withdrawal and Disposal - Removing items from stock".

Staff Manual Instruction L 4.2 "Ongoing Book Sales".

"Stock maintenance guidelines - rebinding".

"Guidelines for discarding library materials"

"Guidelines for disposing of withdrawn library materials".

Library Stores



- The main library store will be held at the Central Library (Halifax).
- Community libraries may maintain small stores of material which will not fit on the shelves, and for which there is a temporary demand. (A preferred option to maintaining such stores is to reconcile stock with available shelving).
- The purpose of the main store is to house material of lasting value.
- The main store is a potential resource for all public and academic libraries in and beyond the UK.
- Identifying titles of lasting value is often difficult, and the result of a subjective decision.
- Some criteria for placing items in store are -
 - Fiction award winners - Booker, Orange etc
 - Fiction and Non-fiction standards and classics
 - Local authors
 - Local setting
 - Out of print titles still being requested
 - Series titles
 - Titles on GCSE/A Level reading lists
 - Last copy of an important title.

- The store will be weeded regularly, care being taken only to withdraw items that are now of no likely interest.
- Calderdale Libraries subscribes to the regional Joint Fiction Reserve. Participating libraries aim to acquire all new fiction published within a particular alphabetical allocation and to make this available for interlibrary loan.



Supporting document -

Staff Manual Instruction L.2.2 "Moving lending items into Calderdale Store".

"Guidelines for placing materials in Store".

"Guidelines for identifying last copy".

"Materials and methods of conservation".

"Disaster Plan".

Book Sales

- Stock that is no longer required will regularly be offered for sale at reasonable prices.
- Central Library (Halifax) and large Community libraries will offer small permanent book sales.
- Permanent book sales will be presented as conveniently and attractively as possible within the constraints of other demands on available space.
- Central Library (Halifax) will hold at least three full day book sales each year.
- Large Community libraries will hold at least one full day book sale each year.
- Full day book sales will be presented as attractive, well managed events offering an enjoyable family experience.
- Every effort will be made to exclude grubby or incomplete material from book sales.
- Following a book sale, unsold materials may be sent for disposal.
- Local charities are encouraged to request materials that have not been sold at a book sale.
- We will attempt to dispose of unsold materials in an ecologically appropriate manner.

Appendix.

Feedback from the Focus Group

On 7th August 2008 a Focus Group met at Central Library, Halifax, to discuss the stock management policy. Further groups may be held, as we see consultation as an ongoing process.

Comments from the group are followed by a library response.

- The policy was generally welcomed and regarded as comprehensive and easy to understand, though its aspirations are not always met in reality.

We will continue to try to ensure that the aims of the policy are realised.

- The stock shows signs of a general erosion of quality in libraries. Inappropriate books are sometimes bought that are little used and soon put into the book sale. There is not enough choice and some "peculiar" selections of poor literary quality.

We are committed to achieving and maintaining the quality of our stock. We attempt to obtain and preserve titles of lasting value. Our supply specification requires our suppliers to provide prize and award winning fiction and non-fiction titles.

Our wish to provide diverse and wide ranging stock will inevitably mean that some of the titles that we acquire will have limited appeal.

"Quality" is a subjective concept. We welcome feedback from borrowers who wish to comment and advise in this area.

- There are too long waiting lists for new titles.

We have automated systems in place that produce alerts when extra titles are needed to meet requests. It is sometimes difficult to buy enough titles to quickly satisfy all requests, without having to withdraw a number of titles bought for this purpose, because we are over stocked when demand dies down. We will continue to try to find the right balance.

- Paperbacks were thought to be false economy, printed on poor quality paper that doesn't last and the print is usually quite small.

Financial constraints and trends in publishing will continue to drive us to buy increasing numbers of paperbacks.

- The facility to return books to any branch was very much appreciated; as was the policy of free requests for books in Calderdale stock; but more copies of titles in demand are needed and in more locations.

We will consider how to provide more copies of popular titles without jeopardising our ability to provide a wide ranging stock.

- Talking books: a proposed change of format for audiobooks from tape to CD met with general approval. It would be good to work with local blind societies and hospitals to at least inform people that audiobooks are available in libraries.

We will continue to promote our collections to individuals with a visual impairment, and to organisations that support them.

- Books from store: it would be good to use some of these in a themed display to increase awareness that books are available if not always visible.

We will arrange a display to highlight selected Store titles.

- We could display new authors to show that we do indeed get books by new authors.

We will display new authors.

- We should be aware of media links, e.g. radio's "Book at bedtime" etc.
We will keep our knowledge of such links current.
- Waiting lists for books should be regularly checked to see if appropriate numbers of copies are being purchased.
Our Library Management System performs this function.
- Notification of requests etc. Could be more flexible and save on postage: "post", "e-mail" or "to call for" was suggested.
We will implement initiatives of this type when possible.
- Some people were unhappy about Supplier Selection, judging it to mean that control had passed out of library hands, and asked if it were possible to revert to Librarian Selection.
We continue to control the Supplier Selection process by means of our instructions to our Suppliers (the Selection Specification) and by continual monitoring. Not all funds are committed to Supplier Selection. This process is embedded in our current operations to a degree that makes it impossible to consider major modifications.
- Public involvement in selection: it was generally felt that the public would be pleased to be asked to be involved in the selection process for "their library". This could take various forms: e-mails, PLUS questionnaires, suggestion boxes, post cards/slips in books. Some knowledge of marketing techniques would help through local institutions such as WHS, HBOS, Connexions, etc.
The suggestions about public involvement in selection are in accord with our plans.
- Guidance to new, especially younger, readers was thought to be important. Post card recommendations from other readers was one suggestion. Staff could wear badges announcing "Ask me, I'm here to help".
We will consider these useful suggestions.
- Smaller libraries: an emphasis on stock for wide recreational reading was thought to be appropriate and practical.
We will see that our Supplier Specification reflects this point.
- Reference collections: a preference for books over internet use was expressed.
It is likely that Reference services will continue to be sometimes delivered online when this offers an improved service or good value.

Additional points were submitted by letter –

- The Children's store should have better representation of popular classics, such as Jennings and Just William.
We will consider this point, and ensure that mechanisms for placing appropriate stock into store are in place.
- The idea that online sources such as Amazon could be used for requested material was considered to be a good idea.

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November 2008.

If you would like this information in another format or language, please contact:
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