

1. Statement of Purpose

The Orkney Library & Archive provides library and archive services to people living or working in Orkney and to visitors, regardless of age, educational ability or geographic location. These services are provided via the headquarters of the service in Kirkwall, the library in Warehouse Buildings, Stromness, and the Mobile Library Service which covers both the Orkney Mainland and the Isles. The service is managed by the Library and Archive Manager, supervised by the Principal Librarian and Senior Archivist, and staffed by Assistant Librarian, Assistant Archivist and Senior Library Assistants alongside Library, Archive and Administration assistants.

- The Orkney Library & Archive's primary function is to provide materials and services to meet the cultural, educational, information and recreational needs of individuals, groups and organisations living and/or working in Orkney. A fundamental part of this service is the selection, acquisition, organisation, circulation and promotion of appropriate materials.
- The collection is built up according to interest and need and to give best value from the available budget.

2. Stock Management Policy

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

3. Aims of Stock Management

- To provide a comprehensive, broad-based and balanced collection of materials in a variety of formats to serve the needs and interests of the community.
- To ensure that individuals have access to the information they may require.
- To provide materials in various formats to meet the needs and interests of children and young people as well as to supplement their formal education.
- To ensure that the Library responds to the independent learning and information needs of all ages.

4. Selection Based on Community to be served

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

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

- Materials should be of immediate or anticipated interest to individuals or groups in the community.
- Subject coverage should be as broad in scope as the interest of the community and, within budget constraints, provide variety and depth.
- Non-print materials shall be acquired to ensure that the needs of all are considered and supported.
- Materials will recognise and promote a positive awareness of the multi-cultural nature of our society and the linguistic and cultural diversity of the community.
- The children's collection will provide materials which anticipate and meet the diversified needs, interests, tasks, and backgrounds of young people from infancy through to age 16 years. These materials should provide enjoyment and inspiration, and cultivate in children and young people a love of books and reading, and help them know more about themselves and their world.

5. Selection Methods

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

- Trade bibliographies and websites.
- Library reviewing periodicals.
- Publishers' catalogues and brochures.
- Online databases and websites.
- Media publicity and announcements.
- Staff and customer suggestions and requests.
- User groups including Reading and Writing Groups and Teachers

6. Selection Criteria

The Library will develop collections of materials in a variety of formats that may include: books, newspapers, periodicals, maps, government documents, audio recordings, video forms, micro forms, compact disks, CD ROMS, DVDs, software programmes, databases and networks. Materials in new formats will be acquired and made accessible as they are judged suitable.

The selection of all materials will be based on:

- Present and potential relevance to community needs.
- Relevance to the existing collection.
- Suitability of subject, style and reading level for the intended audience.
- Depth of coverage.
- Comprehensiveness of scope.
- Price/value/maintenance cost.
- Literary and artistic merit.
- Local and Scottish content and/or authorship.
- Potential to enrich and support the curriculum.
- Appropriate formats for age and ease of use, particularly by the visually or physically impaired.
- Evidence of popularity of similar materials

7. Special Collections (General selection criteria apply)

1 Audio Visual

- Recorded music is currently bought on CD. The Library aims to develop an extensive collection of Orkney music and classical music.
- A wide range of audio books, both fiction and non-fiction, are bought to suit all ages. When available, an unabridged version is preferred. Formats are currently CDs, with a small number of MP3 titles.
- Orkney Library & Archive will purchase a range of audio visual stock, in DVD format where possible, for educational and recreational purposes. Feature films may be purchased including foreign language films in a range of languages, classic films, musicals, adaptations of books and films made in or about Orkney. Newly released titles and boxed sets will also be purchased

2 Collection for Children and Young People

Orkney library and archive aims to select material for children and young people which will

- Develop language skills and expand vocabulary

- Extend skills and knowledge
- Develop an ability to read for information
- Encourage reading for entertainment and enjoyment
- Stimulate imagination and curiosity
- Develop an understanding of and respect for themselves and other people

To achieve this stock will be selected in a wide range of formats covering all age groups using similar selection methods to general policy. Recommendations are encouraged from users, parents, teachers and partner groups.

Decisions concerning children's use of specific library materials and/or electronic resources are the responsibility of their parents or guardians.

3 Periodicals Collection

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

4 Reference Collection and Electronic Reference Resources

The reference collection in both book and e-format provides a ready reference to adults and children. The collection is maintained at a depth and scope sufficient to answer accurately the majority of general level information questions. It may also contain works about subjects determined to be of particular interest to the Library's community.

5 Large Print Collection

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

6 Microfilms

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

7 Local Collection

The local collection provides access to a range of reference materials, both fiction and non-fiction, maintained at a depth and scope sufficient to answer the majority of questions relating to the history and culture of Orkney and also provides access to material relating to Shetland.

Materials for the local collection are selected for their level of relevant local and regional content, and are acquired from the same sources as other library materials as well as local auction sales of antiquarian books and antiquarian booksellers catalogues.

Local collection materials are stored separately from other library stock and are made available in the Archive/Local Studies area.

8. Donations

Donations are accepted by the Library in any format with the understanding that the Library may utilise and/or dispose of these materials as it sees fit. For inclusion in the collection, donations must meet the established selection criteria. When donations cannot be used within the collection they may be sold in the Library Book Sale or sent to Betterworld Books. Donations must be in good condition and are accepted at the discretion of senior Library & Archive staff.

9. Responsibility for Selection

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

10. Stock Maintenance

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

- Outdated in content and liable to mislead.
- Superseded by newer, or revised editions.
- In poor physical condition if repair and/or recovering are not appropriate.
- No longer in current use and unlikely to be in future demand.
- Duplicates of titles no longer popular.
NB Quality duplicates may be retained for use by book groups etc.

The following items are not normally withdrawn:

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

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

11. Internet Provision

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

12. Intellectual Freedom and Censorship

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

13. Review of Stock Management Policy

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

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