



Orkney Library & Archive Stock Management Policy

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1. Statement of Purpose

The primary function of Orkney Library & Archive 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, regardless of their age, educational ability, gender, sexual orientation, race, ethnicity, religion, disabilities, or geographic location.

These services are provided via the headquarters of the service in Kirkwall, the library in the Warehouse Buildings in Stromness and the Mobile Library Service which covers both the Orkney Mainland and the Isles.

2. Scope of the Policy

The definition of 'stock' is defined as books, newspapers, magazines in physical and digital formats, as well as maps, printed music, DVDs, music and spoken word recordings, electronic information resources, and any other print, non-print or digital formats.

It must be acknowledged that the number of books and other materials published and released each year is substantial, and that space available in the libraries to house and display these materials is limited, as is the purchasing budget.

Orkney Library & Archive aim to provide an extensive stock collection in a range of formats which is accessible to all and reflects the diversity of our communities.

This Policy will show:

- How we choose the books and other materials that can be found in the libraries in Orkney
- How we circulate stock
- Why decisions are made on stock being kept or withdrawn
- Our position on censorship
- How we measure the performance of stock
- How we maintain and promote these materials

General objectives and principles are:

- To supply the widest possible range of material to library customers
- To ensure access to reading, learning and cultural opportunities for all
- To promote reading, literacy, and learning
- To promote digital inclusion by providing access to digital services
- To promote health and wellbeing by providing free access to resources
- To stay current and maintain the high-quality physical condition of the stock
- To meet library-related needs of the community including people with protected characteristics as specified in the Equalities Act of 2010.

3. Selection

3.1. Overview

Orkney Library & Archive must have knowledge of the needs and profiles of the communities it serves when stock is selected for purchase.

Items selected for stock are in response to known or anticipated demand, and a primary objective is to provide an extensive range of titles, and in formats that are suitable for a given purpose and prove of greatest benefit to customers. This includes stock in large print and non-printed formats.

Stock will recognise and promote a positive awareness of the multi-cultural nature of our society and the linguistic and cultural diversity of the local communities.

3.2. Selection methods

Library & Archive staff routinely consult a variety of sources to find appropriate books for stock. Evidence from the Library Management System (LMS) is used to inform selection and can identify gaps in stock.

Sources used to select titles include:

- Trade bibliographies and websites
- Library reviewing periodicals
- Publishers' catalogues and brochures
- Online databases and websites
- Media publicity and announcements
- Staff and customer suggestions/requests
- Groups, including local book and writing clubs

3.3. Selection criteria

Adult, Teenage and Junior Fiction and Non-Fiction stock (in physical, audio and digital formats) are primarily selected using the following criteria:

- Present and potential relevance to community needs
- Relevance to existing collections
- 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

3.4. Local collections

Orkney Library & Archive maintains a local reference collection, containing both fiction and non-fiction titles, to make available a comprehensive collection of published and publicly available information about Orkney, Orcadians, Shetland, and subjects of long-term local interest.

The materials making up the local reference collection are selected and acquired from the same sources as other library materials as well as from local auction sales of antiquarian books and antiquarian bookseller catalogues.

Generally, there is no disposal of stock from this collection, though this is at the discretion of the appropriate manager after discussions with the management team within the Library & Archive.

The local collection is stored separately from other library stock and is made available in the Archive/Orkney Room area.

3.5. Customer requests

Orkney Library & Archive welcome suggestions for stock. Customers can request items to be added to stock via library staff, email, or telephone.

Request for items not in stock will be considered for purchase if they are in print and if they meet the selection criteria listed in sections 3.3/3.4 of this document. Some items may be rare, and in such circumstances, we may offer them as reference only to be read in the library.

The decision not to purchase a requested item for stock may be influenced by any of the following factors:

- Unsuitable format (e.g. loose leaf binding)
- Budget constraints
- Poor content or presentation
- Outdated information
- Low demand
- Not relevant to Scotland (e.g. English Law or regulations)

3.6. Donations

Orkney Library & Archive welcome donations in any format with the understanding that the items meet the selection criteria in sections 3.3/3.4 of this document, and that the items themselves are in good condition.

Donations become the property of the Library & Archive, and staff will decide what branch(es) the donations will be stocked in and how many copies, if relevant, will be retained. Staff will also decide if the books become part of a display.

Items considered unsuitable for stock will be sold in the library book sale or sent to Better World Books, with the resulting income retained by the Library & Archive service.

The Library & Archive stock is purchased through our contracted suppliers. Unsolicited items sent to us will not be considered for purchase and will not be returned to the sender. Authors who wish to make their books available for selection by contracted library suppliers should register the details of

their book with Bibliographic Data Services. Alternatively, authors can donate a copy of their book to the Library & Archive.

4. Censorship

Orkney Library & Archive's role as a free forum for ideas precludes censorship. The Chartered Institute of Library and Information Professionals (CILIP) states that:

The function of a library service is to provide, as far as resources allow, all books, periodicals etc., other than the trivial, in which its readers claim a legitimate interest. In determining what is a legitimate interest the librarian may safely rely on one guide only – the law of the land. If the publication of such matter has not incurred penalties under the law it should not be excluded from libraries on any moral, political, religious, or racist grounds along, to satisfy any sectional interest. (Freedom of Access to Information, CILIP Guide, 2015)

The Library & Archive will only restrict access to materials to protect them from damage or theft, not as a form of censorship.

The Library & Archive do not label items to warn customers of potentially sensitive content, and it is acknowledged that on occasion individuals may find some items in the Library & Archive offensive.

5. Maintenance

As in any library, constraints upon space and the continual purchase of new stock requires the regular management and removal of existing material.

Orkney Library & Archive staff have the responsibility of keeping stock well maintained, tidying shelves and assessing the condition of stock at the point it is returned.

In general, materials will be removed from stock when deemed to be:

- Outdated content which could mislead customers
- Superseded by newer, or revised version
- In poor physical condition when repair and/or recovery is not appropriate
- No longer in current use and unlikely to be in future demand
- Duplicates of titles no longer popular (quality duplicates may be retained for use by book groups etc.)

Once an item has been identified for disposal it will be sold in the library book sale or sent to Better World Books, with the resulting income retained by the Library & Archive service. If the condition of the item is poor which means it cannot be sold, it will be sent for recycling.

Items not normally withdrawn from stock are:

- Orkney materials
- Classics and Scottish materials (unless in poor physical condition)

6. Stock Performance

Orkney Library & Archive needs to measure the performance of stock to ensure that our primary resource is in the right place to encourage use by customers.

Identifying gaps in subject coverage or of particular titles is a continuous process and all library staff contribute to this process.

The LMS is used to measure stock performance and identify areas of poor stock. Poor stock is defined as:

- Fiction with no issues in the last 3 years
- Non-fiction stock with no issues in the last 5 years
- DVDS with no issues within the last 2 years
- Audio books with no issues within the last 2 years

Regular weeding and refreshing of titles with proportional quantity of stock allows the library to provide a tailored, proportional, and relevant collection to our communities.

7. Promotion and Publicity

The use and promotion of Library & Archive stock in all its formats takes place daily and is undertaken by all Library & Archive staff. Stock promotion is used to:

- Make the best use of stock
- Raise awareness of the range of stock and services available (in branch and online)
- Ensure that the stock reflects the diversity of collections and titles
- Promote books, reading, lifelong learning, digital skills and social inclusion

Stock promotion is undertaken in a range of ways, such as displays in the libraries, on social media, on the library website and public catalogue.

8. Review

This policy will be reviewed regularly (at least every three years), with revisions of individual sections being undertaken as required.

A copy of the Orkney Library & Archive Stock Management Policy will be readily available to the public during all open hours and will be always available on the Library & Archive website.