

Bury Council Library Service
Collection Development Policy
April 2019 revision



1.0 INTRODUCTION

This document aims to give a clear and concise account of our collection management principles and practice. It will be amended as circumstances change. The effective starting date for this revision is April 2019.

2.0 BACKGROUND

Our policy for managing stock has to operate within, and be informed by:-

- ⇒ Corporate priorities;
- ⇒ Published standards and guidelines;
- ⇒ The legal framework.

2.1 Standards and guidelines

The following CILIP statement forms the basis for selection decisions where censorship might be an issue:

- ⇒ [CILIP: Statement on Intellectual Freedom, Access to Information & Censorship](#)

2.2 The legal framework

Examples of appropriate legislation include:

- ⇒ Public Libraries and Museums Act 1964
- ⇒ Obscene Publications Act 1959 and 1964 (extended 1977)
- ⇒ Equality Act 2010
- ⇒ Race Relations (Amendment) Act 2000; Incitement to Racial and Religious Hatred Act 2006
- ⇒ Copyright, Designs and Patents Act 1988
- ⇒ The Children and Families Act 2014
- ⇒ Local Government Act 1992 and 2000
- ⇒ Terrorism Acts 2000 and 2006
- ⇒ Human Rights Act 1998

2.3 **Censorship**

We will consider for purchase any publication which has not incurred penalties under current UK legislation. Items which have not been proscribed by law are not excluded from consideration for selection purely on the grounds of their political, religious, sexual, or moral content, or because they are considered 'controversial' or potentially so.

Libraries enable access to a wide range of opinions and beliefs. Occasionally some users may find stock items controversial or against their own views. Legal advice will be sought in cases of uncertainty, but normally material will not be removed at the request of an individual or group if the material is not unlawful. It should be noted that some stock from earlier periods will contain out-dated attitudes and will not usually be censored because of these.

Potentially controversial items are judged in the same way as any other potential library purchases, i.e. taking into account such factors as likely demand, quality of writing or production, physical format, accuracy of content etc.

The following CILIP statement forms the basis for selection decisions where censorship might be an issue:

⇒ [CILIP: Statement on Intellectual Freedom, Access to Information & Censorship](#)

3.0 **SELECTION OF STOCK**

3.1 **Pre-selection**

Before stock can be selected, it is important for staff to have a comprehensive picture of what is required to satisfy the needs and demands of all sections of the community. Local knowledge, user and community profiles all play a part in this. Previous issue performance is also a factor, and system-produced reports are used as part of the evidence-based stock management process.

3.2 **Selection methods**

A variety of stock selection methods are used to suit the particular needs of our various service areas. As well as general lending stock, we also select for the following specialist sections:

- ⇒ Reference and Information Services;
- ⇒ Family History and Local History;

Each section selects stock according to its own guidelines. These are subject to continuous revision.

Most library stock is acquired from specialist library suppliers, but other selection methods include:

- ⇒ Standing orders and subscriptions;

- ⇒ Via the Internet and online sites and services;
- ⇒ Via specialist suppliers of community language material;
- ⇒ Prizes and promotions;
- ⇒ Reader requests and suggestions, both written and electronic via OPAC (online public access catalogue)

Community engagement in stock selection is encouraged where appropriate and where this does not conflict with the Collection Development Policy.

3.3 **Supplier selection**

We contract our main suppliers to select a significant proportion of our lending stock for us. The advantages of this arrangement are that the supplier has specialist, professional staff who are in day-to-day contact with publishers and the book supply market, and that it frees our staff to work directly on promoting the stock and helping the public to find and use it.

To work successfully this system relies on detailed and clear specifications, drawn up by ourselves, on which the supplier bases their selections - these are reviewed and revised every year. The success of the system can be measured by public and staff reaction and feedback, and by our issue figures.

We are a member of the North West Libraries Purchasing Consortium - the choice of main supplier for the various categories of stock is the collective decision of the Consortium and follows a rigorous tendering process; but the principles of supplier selection remain the same.

3.4 **Categorisation of libraries and stock specifications**

To use our resources as efficiently as possible, we band our libraries according to their physical capacity, and to customer demand as expressed in annual issue figures. This is reviewed annually and amended as necessary to reflect any changing circumstances.

The following banding systems are in operation:

3.4.1 **Adult Fiction**

Bands A & B: Bury, Prestwich, Radcliffe, Ramsbottom

These bands translate into the following statements of broad stock requirements for adult fiction:

Band A: All titles by the most popular authors; a wide selection of both popular and literary fiction.

Band B: A good representation of the most popular authors; a wide selection of popular fiction; some literary fiction.

3.4.2 Adult Non-Fiction

Bands A & B: Bury, Prestwich, Radcliffe, Ramsbottom

These bands translate into the following statements of broad stock requirements for adult non-fiction:

Band A: Within the restrictions of budget and space, a full range of all subject categories at a range of levels from the most popular to academic/university level texts.

Band B: A wide range of all popular subject categories with a reasonable (but limited) range of more specialised and academic categories.

These broad requirements are then broken down into detailed listings of subject categories, and into popular, specialised, and academic treatments of a subject, from which the supplier can make selection decisions.

3.4.3 Junior Fiction

Bands A & B: Bury, Prestwich, Radcliffe, Ramsbottom

3.4.4 Junior Non-fiction

General non fiction titles are selected for all branches. Titles aimed at 14 to 16 year olds are purchased as Young Adult titles.

General stock:

Bands A & B: Bury, Prestwich, Radcliffe, Ramsbottom

Band A – a full range of general junior non-fiction covering all topic areas of the National Curriculum for KS 1 and KS 3 – weighting is given to the KS 3 age range.

Band B – a wide range of general junior non-fiction covering all topic areas of the National Curriculum for KS 3.

3.4.5 Exclusions

Our list of exclusions is designed to be flexible and is not regarded as hard and fast. It currently includes the following:

- ⇒ Book/CD packages;
- ⇒ Spiral bound books;
- ⇒ “Write-in” or “cut-out” books (i.e. those designed to be written in or cut out of);
- ⇒ Study aids (e.g. revision notes);
- ⇒ Dictionaries or encyclopaedias as lending stock;
- ⇒ Unusually large or small books;
- ⇒ “Vanity” publications;
- ⇒ Gift-type books (e.g. ‘Angelina invitation to the ballet’);
- ⇒ American imprint picture books (Junior);

- ⇒ Any Adult Lending title costing more than £28; any Junior title costing more than £20.

3.4.6 Interlending

The service operates an inter-lending service with other library authorities – this enables us to borrow books that are requested by the public that are out of print, that have been withdrawn from stock or that have not been bought for stock. This also includes talking books for visually impaired library members.

3.4.7 Monitoring

Monitoring of the supplier's selections is done continually by daily contact between our Resource Services section and the supplier. Amendment to specification is done annually.

4.0 ACQUISITION

4.1 Categories of stock

The stock of public libraries ranges far wider than just books, although books, for lending and for information are still the basis of our collections. Decisions have to be made as to what stock will/will not be purchased as the Service does not have either the space or the money to purchase everything that is published. We currently acquire stock in the following categories and formats:

- ⇒ Adult fiction: hardback and paperback;
- ⇒ Adult non-fiction: hardback and paperback;
- ⇒ Large print books, both fiction and non-fiction, hardback and paperback;
- ⇒ Junior fiction: hardback, paperback, board books and picture books;
- ⇒ Junior non-fiction: hardback and paperback;
- ⇒ Books in foreign languages, including appropriate local community languages, hardback and paperback;
- ⇒ Specialist books (eg British Sign Language, Braille, Skills for Life);
- ⇒ Reference and information materials: books, directories, dictionaries, leaflets, on-line databases, maps, magazines, newspapers;
- ⇒ Local history materials: books and ephemera relating to Bury and the surrounding area;
- ⇒ Talking books;
- ⇒ Sacred texts (these are purchased and managed in the same way as other stock);
- ⇒ Archives are collected via a separate and specific Collection Policy in line with National Archives guidance.

Access to material may be restricted where it is liable to theft or damage.

4.2 The acquisition process

The whole acquisition process is coordinated through Resource Services section where the purchasing of stock follows the following process: orders are created, when the stock arrives it is receipted, processed and sent out to the libraries.

Orders are created in several ways:

- ⇒ Supplier Selection
- ⇒ Standing Orders and subscriptions
- ⇒ where appropriate - requests, stock gap items, written stock suggestions, OPAC suggestions/e-mails, missing items of stock and last copies on the system

Receipting items of stock:

- ⇒ All orders that arrive have invoices; these are checked against the items supplied for amounts & price;
- ⇒ urgent orders are prioritised; all orders are receipted on the acquisition system;

4.3 **Donations Policy**

It is our policy to accept appropriate donations from members of the public. Once donated, all rights to the material pass to the Service as representatives of the Authority; our decision as to then stocking or disposing of each item is final.

We do not accept donations with conditions attached; nor will we accept 'anonymous' donations.

In deciding whether to put donated items into stock, staff will consider the following guidelines:

- ⇒ age of the book (normally not more than 5 years since publication unless of local historical interest);
- ⇒ physical condition (must be in at least very good, preferably new/mint condition);
- ⇒ relevance to stock requirements (non-fiction to be useful/needed according to stock profile; fiction to be useful/likely to issue well);
- ⇒ suitability for library stock (i.e. size not too small or too big; quality of production
- ⇒ as processing donated stock is time-consuming, only 'essential' donations will be processed and stocked.

In case of doubt, staff should consult the Resources Officer.

Donated items not required for stock will be dealt with in the same manner as withdrawn stock, i.e. will be offered for sale or, if not suitable for sale for any reason, will be disposed of.

5.0 STOCK MAINTENANCE

5.1 Repair and maintenance of stock

Our policy is to keep all stock in as good a physical condition as possible, with the aim of providing clean, attractive books to the public. Individual items eventually reach a point where physical condition is too poor for inclusion on public shelves. At this point the **stock editing** and **stock disposal** processes come into play.

Repair and cleaning of stock, where necessary and feasible, is carried out on a routine, daily basis. If the condition of a well-used book is such that further repair or re-jacketing is ruled out, it will be considered for replacement if still in print. If not in print, such titles will be considered for **Reserve Stock**.

5.2 Reserve Stocks

The authority's lending Reserve Stock is housed at Bury Library. It is indicated as such on the catalogue, and can be reserved and borrowed in the normal way. This stock is also used to satisfy inter-library loan requests from other library services. There is also a Reserve Stock of reference and Local History material at Bury Library, available for consultation on a reference only basis.

To be considered for inclusion in Reserve Stock, books should have a long-term value to the service. Examples would be local history; subject specialisations; classic out-of-print fiction; and significant and useful out-of-print non-fiction.

5.3 Stock editing

Stock is continuously edited to remove items which, for one reason or another, are no longer suitable for the public shelves. This process creates space for newly acquired stock. Stock editing procedures should create a balance between existing and new stock so, ideally, the public shelves are never too empty or too full.

Different categories of stock may require different criteria for the stock editing "decision". For example: Adult Fiction will generally have a shorter shelf-life than Non-Fiction; some Adult Fiction may be regarded as "classic", and so may be kept in stock even though it does not issue very often; some Adult Non-Fiction books may be kept because there is little or nothing else available on the particular subject; children's picture books will tend to have a relatively high turnover.

Stock will not be withdrawn for sale in response to requests by members of the public.

Bearing these points in mind, staff have to consider the following factors when making the stock-editing decision:

1. Condition

Check the physical condition of the book. Is it dirty? Is the binding damaged? Is it worth repairing? Does the plastic jacket need replacing? Is it suitable for Reserve Stock? If it is to be withdrawn, is it suitable for book sale?

2. Currency

Is the information out of date? Check the publication date; for some subjects, it may not matter that a book is relatively old; for others, (e.g. electronics), it could be actually dangerous to have outdated information on the shelves.

3. Quality/Accuracy

Is the book reliable? Could the information it contains be misleading? Although these are factors normally considered at the time of selection, it is possible that such factors arise for items already in stock.

4. Lack Of Use

How regularly has an item issued? We aim to identify a target level of use for all categories of lending stock. If, for example, a Non-Fiction book has not issued at all in a twelve month period, it should be seriously considered for withdrawal or transfer to Reserve Stock. A Fiction book would normally be expected to “earn its keep” by issuing regularly. Any Fiction book (with the possible exception of classics) which has not issued in a six-month period should be automatically **considered** for withdrawal or transfer.

These are guidelines only and are not intended to be overly prescriptive. Care must be taken when considering for withdrawal, for example, relatively new and expensive books which have issued poorly. In such cases transfer of the books to another location should always be considered before withdrawal. Staff will seek guidance where necessary. It should also be borne in mind that the rate of issue will vary between different service points.

In the case of Reference stock there is no date label to judge the frequency of use; in this case staff will use their own knowledge backed up by information provided by, for example, user surveys.

5. Unnecessary Duplication

Do we have more than one copy of the same title? Are these needed? Can duplicates be better used elsewhere? Is it a Bestseller, thus requiring extra copies? Relatively new and/or expensive duplicates should always be considered for transfer rather than withdrawal. In case of doubt refer to a senior member of staff.

6. Unsuitable Format

Again, this would normally be dealt with at the selection stage but, sometimes, books are ordered and subsequently prove to be in a format

which is in some way unsuitable for library use. Examples might be books in the form of ring-binders, or books that are exceedingly small or large.

7. Changes in Needs, Policies, Community Profile

Staff need to keep up to date with the profile and characteristics of their library's community, with a view to a selection of stock which reflects the needs of the community within the overall stock policies and specifications. Similarly stock may be needed to reflect council and departmental policies – currently, for example, the council is promoting Health and Wellbeing as a high priority. Also different formats of material, for example, may go out of fashion or be superseded by new technology, and be no longer required as stock items. An example would be music cassettes/Talking Book cassettes.

5.4 Disposal of stock

If, after the preceding criteria have been checked, stock is to be withdrawn, the following points are taken into account.

Wherever possible, all withdrawn stock should be sold to provide income. The exceptions to this are:

- ⇒ the item is in poor physical condition or is dirty/soiled;
- ⇒ in the case of audio-visual material, the item is faulty or damaged;
- ⇒ certain items, usually reference material, are ephemeral and unsuitable for book sales.

Items which are not to be sold should be disposed of in an appropriate manner. Unwanted books and other paper items can be sold or recycled. Otherwise items unsuitable for sale will be treated as scrap and disposed of appropriately.

All withdrawn items to be sold are stamped "Withdrawn From Stock". Such items are then offered for sale to the public. Prices of withdrawn stock will be determined by staff responsible but, in the main, will be relatively cheap to attract a quick and steady turnover (as there is very little storage space for withdrawn stock). In the case of potentially more valuable items, prices will be determined according to the approximate second-hand value of specific titles, but usually at a significantly lower level than a typical retail price.

5.5 Stock loss

When an item is accepted as lost or missing, it should be withdrawn according to current procedures, and consideration given to a replacement copy if appropriate.

6.0 **STOCK PROMOTION**

Having selected and acquired our stock, the next stage in the process is to promote the stock as effectively as possible with the aim of:

- ⇒ achieving maximum value for money;
- ⇒ bringing readers' attention to stock, both new and existing, and maximising the use of the stock, reflected in our issue figures;

- ⇒ encouraging reading and use of books to all age groups, and to all sections of the community;
- ⇒ making our premises as attractive, accessible, and welcoming as possible;
- ⇒ making our stock and services relevant and attractive to all users and potential users;
- ⇒ promoting our stock and services to those who are reluctant or non-users of traditional library services.

6.1 Reader Development

It is essential that all promotional and Reader Development activities are planned, co-ordinated, and monitored.

6.2 The aims and objectives of Reader Development

- ⇒ To encourage reading and library use in general, and to raise the status of reading;
- ⇒ to encourage non-readers or reluctant readers to start to read, or to read more;
- ⇒ to encourage babies and children to read, to be read to, and to use books as part of their daily lives;
- ⇒ to stimulate book issues and visitor numbers;
- ⇒ to encourage readers to try material they would not normally choose, i.e. to broaden their horizons;
- ⇒ to provide a rewarding and challenging intellectual environment for those who want it;
- ⇒ to provide a welcoming and non-threatening environment for all library users, housebound users, physically or sensory impaired people, reluctant readers, and for those who may suffer from social exclusion; to design library layout/equipment/resources and signing to achieve this, and to recognise the importance of browsing;
- ⇒ to provide a wide range of (both free and charged) high quality events and activities throughout the service;
- ⇒ to promote effective use of ICT such as the Internet to help readers find new sources of reading, and to compare, share, and exchange their reading experiences;
- ⇒ to improve the image and marketability of the library service;
- ⇒ to train staff as appropriate in the concepts and techniques of Reader Development, and to promote staff awareness of the importance and centrality of Reader Development work to the service as a whole;
- ⇒ to work in partnership with others in the public, private, and voluntary sectors;
- ⇒ to promote equal opportunities and social inclusion by ensuring that library stock reflects readers' tastes and culture, at the same time allowing for innovative and provocative stock promotions.

6.3 Examples of Reader Development

Our Reader Development promotional activities will normally fall into one of the following categories:

- ⇒ purchased or otherwise acquired from external organisations;
- ⇒ the result of a successful funding bid;
- ⇒ celebrating national literary prizes (e.g. Man Booker Prize). These can be in-house, or tied into a nationally organised promotion;
- ⇒ tied in with national promotions (e.g. annual World Book Day, Reading Ahead Challenge);
- ⇒ in-house promotions produced by our own staff.
- ⇒ group activities and events, e.g. Reading Groups, workshops, author visits

7.0 REVIEW

This policy will be reviewed and updated on a regular basis.

Gary Phillips

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