

# Library - Stock Management

RESPONSIBLE COMMITTEE: P&F

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This is a policy/procedure document of Saltash  
Town Council to be followed by both Council  
Members and Employees.

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## **Saltash Library Stock Management Policy**

Cornwall Council will manage the library stock in accordance with the following policy which staff working in the library should be conversant with.

Note: the local service provider (in this case Saltash Town Council) is entitled to sell withdrawn stock.

## **Stock Management Policy – Cornwall Council**

All sites will hold a collection of material suitable for adults, children and young people, accessible through print, audio and online, including books in large print.

The main principles of our management and development strategy are:

- provide materials that promote reading and lifelong learning for all, reflecting the racial, ethnic, linguistic and cultural elements of society;
- access to a wide range of information resources and services;
- a balanced range of resources that provides both popular material and enduring works;
- junior stock reflects the leisure and educational needs of children;
- equitable and equal access to information for people in Cornwall, including those with special needs and interests.

### **Acquisition**

Cornwall Council are members of a local purchasing consortium (CUSP) which means Cornwall Council commit to buy a high percentage of material cost-effectively from contracted suppliers; Cornwall Council reserve the right to source a small percentage of materials locally if more economical or quicker.

### **Online resources**

Many traditional reference works are now available online. Where the provision of this information is more cost-effective, current and accessible Cornwall Council will provide it in place of print formats. Cornwall Council provide digital download services for spoken word, eBooks and eMagazines from Borrowbox and W F Howes, free to library members.

## **Library Catalogue**

Cornwall Council maintain a visually attractive online public access catalogue which provides jacket illustrations and the opportunity for readers to review books and to create reading lists.

## **Collections**

The majority of Cornwall's collections are available for loan to all library members. The only access restrictions are those required by law such as age restricted DVD hire and explicit content Manga and graphic novels. Some collections such as audio books are free to loan for those with visual impairment or dyslexia, but chargeable to other users. Some collections are only available for use in the library, e.g. reference resources. Cornwall Council maintain a number of specialist reserve stores accessible to all customers – fiction reserves, Cornish collection, Art collections, Performing Arts and Maritime collections.

## **Collection Management and Development**

Cornwall uses an evidence based stock management application called collectionHQ™ to manage most of its collections. This tool enables the specialist team to set criteria for the condition and usage of stock, which produces reports for local staff to identify material to consider for relocation or withdrawal. Only a small percentage of material will remain at a service-point for the full extent of its shelf-life. Moving stock from library to library has a number of benefits: increased exposure, cost-effectiveness, varied selection. Our collections are circulated either by means of the reports generated by collectionHQ™ or by dynamic rotation. Dynamic rotation is where items loaned from one site but returned to another becomes the stock of the return site.

All staff are involved in stock management and maintenance and are trained to support customers to try new authors and genres to enhance and extend their enjoyment of reading for pleasure. They are also trained to assess whether printed or online sources of information are most suitable to satisfy customer enquiries and to support customers to use those sources.

## **Collection maintenance**

Withdrawal of library material is an ongoing process undertaken to ensure that library collections are attractive, reliable and vibrant and that they reflect the changing needs and interests of our customers. Withdrawn material will no longer be relevant to the customers, for a variety of reasons e.g. obsolete and dated material with information that is misleading or in poor physical condition. Local staff are encouraged to request the replacement of popular or important material that is lost or worn out.

Last copies of books are assessed by the specialist for possible inclusion in Cornwall's Reserve Stores. Books in fair physical condition, but surplus to Cornwall's needs, may be sold at local book sales and the proceeds retained by the local service provider. Remaining unsold items can either be sold through a company specialising in disposal of redundant library stock or recycled.

## **Display and Promotion**

Cornwall Council use a range of methods to promote our stock. This includes placing impulse titles in prime locations while shelving items likely to be required for a specific purpose in a sequence on our shelves. Cornwall Council also use zoning for different types of readers, clear guiding, face on displays and dedicated displays linked to national and local initiatives.

## **Diversity and Equality**

Consideration is given to providing material in formats and languages to support those users with those needs. Consideration is also given to providing material that supports users practising a range of faiths and to provide material of interest to different genders and sexual orientations.

## **Requests and Inter Library Lending**

Requests made by customers for materials not held in the collection are welcomed by completion of an online form. Customers will be notified of the purchasing decision by email.

Cornwall Council participate in regional and national inter library lending schemes for items not held in Cornwall and not appropriate or available for purchase, for which there is a small charge set annually by Cornwall Council.

### **Controversial Material**

Cornwall Council subscribe to the guidelines laid down by the Chartered Institute of Library and Information Professionals (CILIP), which state 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 legitimate interest. In determining what is a legitimate interest the librarian can 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 ground alone, to satisfy any sectional interest.”

Censorship will therefore only be exercised when required by the law, and in the spirit of free and informed discussion a wide array of religious and political views is presented.

### **Special book collections in library sites**

There are several special collections in Cornwall Libraries and staff at these sites are required to manage them slightly differently to general library stock, under supervision of the designated stock officer. These collections are valued not only by the community but by the wider national library services as they offer access to works which may be not generally available to the public and may be out of print. By their nature these are books of interest to researchers or specialists and are therefore likely to issue less often and to be in used condition.

Special Collections in Cornwall:

- Maritime Collection based at Falmouth Library
- Art Collections based at Penzance and St Ives Libraries
- Performing Arts based at St Austell Library

All loaning stock in these collections is available for customers to reserve as normal or to browse by visiting the site. Any items marked as reference may be browsed at the home site or may be considered for loan to another library for use on site only.

There are three other specialist collections on Talis (the Integrated Library System)

- Cornwall Centre – reference only and may be browsed on site
- Maritime Museum – reference only and customers can access the library during museum opening hours by reporting to reception.
- Eden Project Library – not accessible

All sites retain a local history collection which they manage within the stock management policy.