



The Moray Council

REFERENCE & INFORMATION SERVICES

COLLECTION POLICY

(Revised July 2015)

The Moray Council recognises that access to current and accurate information is essential and is committed to a Reference and Information Service available to all.

Overriding emphasis is placed on the quality of information provided.

All libraries provide free public access to the internet with links to specific quality reference sources on key topics. Buckie, Elgin, Forres and Keith libraries have free public wi-fi access.

All libraries have online access to quality reference services, a core collection of printed reference materials, and immediate access by telephone and email to the main reference collection in Elgin Library.

All libraries have access to a range of quality reference and information sources in a variety of appropriate formats which meet the information, educational, leisure and cultural needs of the community of Moray.

The libraries service is committed to meeting the information needs of specific user groups such as education providers, voluntary organisations and those with special needs, disabilities, or learning difficulties.

The libraries service places special emphasis on information sources with a Scottish content.

All information sources and reference materials are carefully evaluated and selected by professionally qualified librarians who are committed to consulting with the community.

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STAFF OBJECTIVES

1. Stock and on-line sources should be current and updated regularly with ongoing monitoring undertaken to ensure the currency and relevance of individual sources.
2. Efforts should be made at all times to ensure that new reference and information sources accommodate and reflect the information and reference needs of the local community. This will be informed by the use of relevant management information such as performance indicators.
3. Reference and information sources will be acquired and maintained by the libraries service as a key element within a wider network for information provision locally. This entails a policy of active awareness and liaison with other information providers in the local community, with the aim of a complementary partnership approach.
4. The libraries service will make use of the internet to provide high quality easy access to information.
5. Where possible, and in line with existing guidelines, the libraries service seeks to provide reference and information sources which have a broad Scottish emphasis.
6. Value for money is a crucial requirement in considering the acquisition of reference and information stock and on-line services, and should be ably demonstrated in terms of the anticipated usefulness and currency of individual sources.
7. The libraries service is committed to the provision of a targeted reference and information stock which reflects the information needs of specific groups within the community, eg local businesses, education providers, voluntary organisations, etc and will develop quality gateways.
8. Ongoing staff training and development in the use of reference and information sources and sites and in increasing user awareness of the tools and services available, forms an important element in the libraries' service's Reference and Information policy. Staff will support users in making best use of these resources.
9. The service is committed to seeking equality of access and will further develop best access via organised on-line information across the service with associated staff training being provided.
10. Within the budget available, the service will seek to make services available 24/7 through online access to online information.
11. An online database of community information is maintained by the libraries service. This database provides current information about groups, clubs, organisations etc. and its related events calendar to find what's on in Moray.

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STOCK SELECTION & MAINTENANCE PRACTICE

STOCK MANAGING - REFERENCE AND INFORMATION SERVICES

All staff involved in recommending stock, services or sites should consult the Information Services Librarian. Service developments are co-ordinated by the Principal Librarian. Elgin Library acts as a central resource to other service points using telephone / email referral of enquiries where costs do not allow for multiple purchases. Single copies of printed and A/V Reference sources will be located in Elgin and promoted to all service points through the appropriate current awareness tools. Developing equity of access through the use of organised on-line services and sites is a priority.

All reference stock is listed on the library catalogue <http://capitadiscovery.co.uk/moray/>

The libraries service subscribes to several online reference sources and access is provided in each library through the public access computers and online via the Moray Council website <http://www.moray.gov.uk/>

METHODS OF SELECTION

1. Publishers and library suppliers' internet sites will be looked at on a regular basis.
2. Publishers' catalogues and the Bookseller will be looked at regularly.
3. Trials of on-line services may be obtained as the need arises.
4. Book / web site reviews are to be consulted and recommendations for purchase made through the stock selection meetings.
5. Standing Order list will be checked and evaluated on an annual basis.
6. Recommendations and requests from the public and partner organisations will be used as a guide to meeting the information needs of the community.
7. Management information, for example performance indicators / site hits, will be used as a guide to meeting the information needs of the community.
8. Education curriculum developments eg school, FE, HE, OU will be used, where appropriate, for selection of reference and information stock.
9. Deliberations of national working groups will be considered.
10. Principles of selection in regard to leaflet provision will be the same as for other reference and information sources.
11. Where appropriate on-line access will be the preferred sole option wherever possible seeking the benefits of national/regional consortias. This process will be led by the Information Services Librarian.

MAINTENANCE AND MANAGEMENT OF COLLECTIONS

1. Regular appraisal and evaluation of reference and information stock/services service-wide will be undertaken on an ongoing basis within agreed policies/procedural guidelines and informed by appropriate Performance Indicators.
2. The regular evaluation of the subscription online services and standing order list will be undertaken to ensure currency, usefulness, appropriateness and value for money of titles/services being received.

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3. Particular attention will be paid to the withdrawal of items and web sites which are no longer current or useful.
4. Links to online reference sources will be checked regularly for currency.

STOCK SELECTION

1. *Supplier's Online Services* - This will be used as a principal source for printed material.
2. *Online provision* - Websites will be evaluated through recommendations, reviews and business information. Participation in national consortia procurement will be pursued as appropriate.
3. *Other Sources* - Publishers catalogues, the Bookseller, TSO lists, non official publications lists and reviews will be consulted and recommendations made to the Information Services Librarian or Principal Librarian.
4. *Scottish Materials* - Emphasis should be placed on information sources with a Scottish content.
5. Care should be taken when considering purchasing items / services to ensure value for money.
6. Online access will always be the preferred option of provision. A key source will be the Key Information Links managed by the Libraries Service. This is reviewed and amended on an ongoing basis.

STOCK CATEGORIES

Recommendations for stock / services selection will be made by all staff who will base their recommendations on the information needs of the users service-wide. Staff will be expected to contribute to discussions on all stock and sites to ensure that a broad based selection is obtained for the service.

1. Selection will be co-ordinated on an authority-wide basis by the Principal Librarian within the agreed policies and budgets.
2. *Children and Young People's Reference and Information Collections* - Selection will follow the guidelines for adult collections.
3. *Scottish Material* - Emphasis should be placed on reference and information sources with a Scottish content. Recommendations will be through the main areas already covered above.

REFERENCE & COMMUNITY INFORMATION - POSTERS AND LEAFLETS GUIDELINES

As issued separately.