



**The Moray Council  
Libraries and Information Services**

## **LIBRARIES' STOCK SELECTION POLICY**

(Revised March 2016)

### **1. OBJECTIVE**

Moray Council recognises reading as a fundamental right and pleasure and is committed to a book lending service freely available to all at a local community level.

The service seeks to make available materials in the most appropriate format for the community's needs and also provides spoken word cassettes, compact discs, DVDs, eBooks, eAudio and art prints for borrowing.

This public library service aims to make available a comprehensive, appropriately selected, well balanced stock of material which meets the educational, cultural, information, recreational and imaginative needs of the community of Moray.

The stock will reflect diversity and equality and aims to be representative of all shades of religious, moral and political opinion. The stock will also support the needs of those whose first language is not English.

The stock is selected by professionally qualified librarians who are committed to meeting the needs of and consulting with the community.

The stock aims to be as wide ranging as possible covering basic information needs through to undergraduate demands within the constraints of budgetary resources.

The stock aims to promote new writing, reflect past writing of merit and relevance and represent the linguistic cultural diversity of the community of Moray.

The service particularly promotes Scottish writing, past and present.

Through its stock purchases the service is committed to making provision for those with special needs.

The stock is an authority wide resource with any item available to any borrower no matter which service point is used.

The library may provide access to non fiction material for study purposes that is not in its own stock through the national inter-library lending schemes.

The Libraries Service must maximise purchasing power of stock within the parameters set by the National Procurement Strategy and within the Scotland Excel Framework for Library Books, Text Books & Multi Media Supplies.

The service aims to provide as wide a range of stock as possible within budgetary constraints to meet the needs of the public of Moray.



The allocation of new stock should bear a close relationship to the size of the communities served and the balance of fiction to non-fiction should be left to local needs, these constantly being reviewed and reflected in appropriate stock profiles.

Material that provides outdated or misleading information should not be purchased.

In selecting and allocating stock personal bias or interests should be avoided.

An underlying principle must be the quality of the information and consideration should be given to what is already held by the service on that subject.

Consideration should be given to the format of the material. Spiral bound items should be avoided unless their subject matter is of such usefulness that it cannot be provided in normal format.

Poor quality paper and print should be avoided.

## 2. PRACTICE

### Methods of Selection

The selection of stock will be carried out using the following approaches.

- i. Supplier selection will be used as the principal source for fiction and non fiction titles for adult and junior stock with professional staff preparing the profiles for use by the contracted suppliers.
- ii. Publisher catalogues and the Bookseller will be consulted as will advance order lists from booksellers.
- iii. Particular attention will be given to the catalogues from Scottish publishers.
- iv. Requests will be considered for purchase as received and in relation to the overall stock selection policies.
- v. Use will be made of Library Suppliers' internet sites for both new stock and for stock orders.
- vi. Second-hand booksellers catalogues may be studied for stock for both the Scottish collection and out of print items.
- vii. Book reviews will be studied and this information will inform our stock orders and updated profiles.
- viii. Visits to book shops will assist in identifying local interest items and any other items that may have slipped through the net. Staff will bring details of such items forward for consideration.

2.1 The former CoSLA Standards for the Public Library Service in Scotland will be used as a rough guideline for additions to stock. The standards indicate that additions should be generally:

adult 280 items per 1000 population  
junior 100 items per 1000 population

2.2 Funding for the purchase of material, book, audio and visual, will be allocated on a pro-rata basis of the total materials fund, in relation to the population served, number of service points, level of issues and stock.

## 3. STOCK SELECTION

Stock will be selected using the following methods:

- i. **Supplier selection**, based on detailed stock profiles prepared by professional staff - This will be used for advanced and new adult and junior items.
- ii. **Suppliers' online sources** - These will be used for replacement stock for adult and junior items.
- iii. **Other sources** - Publishers' catalogues, the Bookseller and reviews will be studied.
- iv. **Scottish material** - There is an obligation to purchase appropriate material published by Scottish publishers.

- v. **Large print** - Large Print items will be ordered through standing orders with various appropriate suppliers;
- vi. **Requested items** - These will be considered as received. Readers may submit requests for any items they wish and those which are not in stock will be ordered within the overall stock selection processes. In certain circumstances a requested item for one library may be added to the stock of another library if it is considered to be a more relevant location after discussion with the appropriate Librarians. There is no charge for requests outwith the inter-library loan scheme.

In general an item should only be purchased if it is considered that it will offer value for money in terms of potential usage.

Particular care should be given when considering purchasing items over £40.00.

#### 4. STOCK CATEGORIES

Selection of stock will be based on the needs and interests of users, with the Principal Librarian then co-ordinating needs on a service wide basis. Staff will, however, be expected to contribute to discussions on all stock to ensure that an appropriate selection is obtained for the service.

- i) **Fiction** - Hardback and paperback provision should reflect needs. Replacements of popular stock should, generally, be made using paperbacks, when available. Copies of novels by first time authors should be considered at the co-ordinating stage and, where appropriate, one copy should be purchased.

Consideration may be given to purchasing graphic novels for adults depending on the content.

'Adult Basic Readers' will be purchased to enable readers who are developing their literacy skills to make appropriate use of the library service. These may be shelved as separate collections.

The advance ordering of fiction will be dealt with through suppliers' selection and requests. Fiction in languages other than English will be considered as stock orders.

The service provides free access to downloadable eBooks and eAudio, suitable for adult audiences, through agreements with library suppliers.

- ii) **Non-fiction** - Care must be taken to ensure a wide range of non-fiction titles is purchased, to meet all interests from basic to undergraduate demands. However, it is appropriate that a more popular balance of stock be purchased for part-time libraries in accordance with stock profiles.

Consideration must always be given to purchasing paperback originals and to using paperbacks for the replacement of popular titles.

- iii) **Children and young people's stock** - The purchase of children's and teenage stock must follow the principles laid down and agreed by the Council. Details as attached.

- iv) **Scottish material** - As a Scottish library service it is a clear duty that a wide range of material from Scottish and local publishers must be selected. Such material will be selected using suppliers selection, by considering Scottish publishers catalogues and by visiting local bookshops.

#### 5. STOCK MANAGEMENT - SERVICE POINTS

- a) Withdrawal of stock - material must be withdrawn from circulation when it:

- is in a dirty or damaged condition
- provides outdated or misleading information

- b) Circulation of stock of use but no longer required in a particular service point.

Those items which are still in good condition and which remain relevant should still be kept within the system.

In the case of items for pool stock, such items should be returned to Libraries Support, the consignment being clearly marked "**Stock no longer required at ..... Library**".

- c) In exceptional circumstances, consideration may be given to binding non-fiction material which might be retained in the service. Such material should be returned to Libraries Support and clearly marked "To be Considered for Binding".

## 6. AUDIO VISUAL MATERIALS

### i. Stock Catalogues

Suggestions for AV stock purchases may be made by the Libraries Service Development team with the final purchasing decisions being co-ordinated by the Principal Librarian. In general there is a presumption against duplication of titles, other than the most popular stock.

As with book purchasing all staff will be expected to contribute suggestions.

### ii. Standing Orders

For agreed categories as below.

#### A. AUDIO

Consideration of suppliers is under constant review to ensure effective value for money services.

1. *Suppliers listings may be used.*
2. *Scottish Material* - Positive support should be given to purchasing Scottish spoken word material.
3. *Requested Items* - Any album will be considered for purchase, "singles" are not added to stock. Care must be taken to ensure value for money.
4. *Spoken Word* - CDs will be purchased via standing order co-ordinated by the Principal Librarian, with suggestions being forwarded from libraries.

Where one edition of an expensive work, eg Opera (£40) or Language Course (£100) is in stock another edition may only be purchased in exceptional circumstances.

#### Stock Categories

The balance of stock should reflect the requirements of the communities served and will be monitored on an ongoing basis. Particular attention will be given to amending the amount of stock in a specific media in relation to changing borrower patterns.

*Children/Young People's Stock* - should mirror the age categories and quality policies applied to book stock although not identified as such in classification terms.

#### Stock Management

1. Damaged/Faulty items should be sent to Libraries Support for withdrawal.
2. A collection of music from previous decades should be retained as appropriate.

Items not borrowed during the previous 12 months should be returned to Libraries Support.

Returned stock should be clearly marked **“Returned stock from ..... Library, no longer required”**.

3. Catalogues of “Spoken Word” will be produced on request on memory sticks by Libraries Support.

### **Stock Management : Libraries Support**

Physically damaged items not suitable for repair should be withdrawn.

Replace broken or badly scored/cracked boxes.

Replacement CDs can be sourced from suppliers.

Pool Stock : In general only one copy of each item should be held in Pool Stock.

Multiple copies should be considered for retention/ withdrawal.

### **B. DVD : LOAN COLLECTIONS**

Items of a cultural, educational or recreational nature are purchased, with particular commitment being given to purchasing popular adult and children’s DVDs.

#### **Selection**

1. Supplier’s listing is the main sources of information.
2. Requests from borrowers
3. Visits, where appropriate

### **C. ART PRINT LOAN**

The collection comprises ART PRINTS produced by commercial suppliers of classic paintings by artists of international stature, and PRINTS and original works produced by locally based artists.

## **7. STOCK MANAGEMENT - LIBRARIES SUPPORT**

### **General Points Applying to All Pool Stock**

#### **7.1 Condition**

In the past, the requirement has been for books to have clean pages and sound binding; however, markings are now considered acceptable unless of an offensive nature, eg bloodstains, some graffiti. A loose title page in a paperback should be repaired with magic tape, not sellotape, but otherwise paperbacks with torn pages should not be repaired. If there are only a few copies of the book in stock it may be worth considering repurchasing. In general, paperbacks should not be bound but there is scope for discretion in the case of the more substantial non-fiction paperbacks, eg art books, some local books. New local books may be considered for binding if heavy use is anticipated.

#### **7.2 Use**

The use made of an item in the past is a major factor in deciding whether to withdraw or retain it, and so it is necessary to be able to ascertain whether or not a book with no apparent issues has ever been made available in the libraries or has remained in pool stock. The Library Management System will enable staff to gain this information.

#### **7.3 Specific Categories**

##### **7.3.1 Fiction**

Any item which has not been issued in the last two years should be considered for removal from pool stock if more than two years old and provided it has been supplied in exchanges. Last copies should be considered for reserve. Given that the service should seek to provide as comprehensive a stock as possible the following categories should always be reserved if last copies:

- i) Recent popular authors now out of print
- ii) Scottish writers
- iii) Classic writers, eg Hardy, Kafka
- iv) Writers who were once popular but are no longer widely read
- v) Items on Open University, school or college reading lists

### **7.3.2 Science Fiction**

To be treated as other fiction.

### **7.3.3 Mysteries**

To be treated as other fiction.

### **7.3.4 Romances**

Stock more than five years old is withdrawn unless still issuing 5 times per year or in good condition.

### **7.3.5 Westerns**

Treated in the same way as romances.

### **7.3.6 Large Print**

Items which have been in stock for more than five years should be withdrawn unless still issuing at least 3 times per year, but last copies of popular or classic fiction should be considered for Reserve.

### **7.3.7 Reserve**

Books have been reserved for various reasons: the most usual being last copies of popular or important authors; advanced or scholarly works or obscure subjects, where the content is valid but the anticipated demand is small; books whose physical condition or format render them unsuitable for the open shelves.

The first stage in editing the reserve stock should be to consider whether the original reason for reserving is still valid. If the subject is now known to be covered adequately, the item should be withdrawn unless by a respected author or notable in some other way, eg the quality of the illustrations or the scarcity value. Works considered worth retaining should be checked and if in print, considered for reinstatement in libraries, the reserve copy being withdrawn when the replacement arrives.

### **7.3.8 Non Fiction**

The principal criteria here should be the currency of the material. Some subjects date very quickly, and the stock should not normally be more than five years old, eg computing, careers, travel guides in which the date is featured prominently or which contain prices or addresses, tax guides etc. In other subjects, such as literature, the content remains valid, but the older stock looks unattractive and would be unsuitable for exchanges for this reason. The attached chart shows the age of non fiction stock generally considered acceptable, using the date of publication as a guide. It requires to be remembered that if the content is valid and the presentation good, then the book should be retained.

Whatever its age, stock which has become dated (ie the information) should normally be withdrawn unless:

- a) It is the last copy of a title which was significant in its time or by an important author;
- b) The subject is not adequately covered elsewhere;
- c) It is Scottish,

all of which should be reserved.

**In general, only light, popular material is required for exchanges; more advanced or scholarly books should be offered to the static libraries and reserved or withdrawn if not taken. The exchange profiles indicate the type of stock which should be purchased for and retained in pool.**

## **8. CHILDREN'S BOOK STOCK**

### **8.1 Introduction**

8.1.1 The following guidelines are intended for use in the purchase and editing of children's book stock.

8.1.2 Wherever possible they should also be applied to the purchase of items for requests.

### **8.2 Range**

8.2.1 All ages from 0 - 16 should be catered for. The following categories currently exist:-

- JA - Pre-school picture books including non-fiction picture books suitable for this age group
- JB - Approx 5 - 8 year olds. A mixture of picture books and novels and stories for young/early readers
- JC - Approx 8 – 11/12 year olds. Fiction for children
- JCY - Approx 12 - 16 year olds. Fiction for upper primary to mid-teens
- JNF - Subject coverage of non-fiction should cater for the various age ranges from 5 to 14 year olds

8.2.2 Stock should reflect educational and information needs as well as reading for enjoyment.

### **8.3 Format**

8.3.1 Picture books should, wherever possible, be hardback or reinforced paperback. Large format picture books should be purchased.

8.3.2 Good quality board books should be purchased for lending.

8.3.3 Activity books (ie pop-ups etc) should be assessed for durability before being purchased for lending stock. These are often useful additions to Storytime Collections.

8.3.4 Fiction should include both hardback and paperback and large print according to the needs of the children served. Suggested approximate % of paperbacks in each category:-

- JA - wherever possible hardback or reinforced paperbacks
- JB - 35%
- JC - 70%
- JCY - 90% - hardback should be avoided unless quality/standard authors who are only published initially in hardback

The attractiveness of a book matters to the borrower. If there is a choice of editions for replacement stock the most visually appealing should be chosen.

8.3.5 Non-fiction will be largely hardback although paperback will be necessary to ensure subject coverage.

8.3.6 Avoid books of poor paper and print quality.

8.3.7 Avoid spiral binding unless necessary for subject coverage.

8.3.8 Ensure that books have at least a standard or reinforced binding.

8.3.9 Audio, DVD and websites format may also be appropriate when considering stock coverage.

## **8.4 Content**

- 8.4.1 The text should be considered alongside the intended age. Comprehension level is obviously vital if the book is to fulfil its role.
- 8.4.2 Avoid or at least be aware of Americanisms, particularly in regard to spelling in books for young children, ie JA and JB.
- 8.4.3 Illustrations should be of a high artistic standard and again should reflect the comprehension level of the intended age. While in the end analysis this can often be a subjective evaluation, we must try to look at it objectively from the child/young person's viewpoint.
- 8.4.4 Text/font size should reflect the reading ability - the younger the children, the bigger the text.
- 8.4.5 Text/font styles can both add to or detract from the understanding and appreciation. Decorative fonts are not always easy to read.
- 8.4.6 The mix between text and illustration should be carefully considered:
  - a) Is the balance correct? This may partly be determined by the intended age level. Books for younger children will show a greater bias towards illustration particularly in non-fiction. But remember that there are picture books for older readers.
  - b) Does one complement the other? This is particularly vital in the case of non-fiction.
- 8.4.7 We must ensure the currency and accuracy of the information.
- 8.4.8 Be alert to potentially controversial content. While not acting as censors, it is as well to be aware of material liable to provoke comment in order that you can be prepared to present a reasoned argument for the stocking of (or indeed not stocking of) such items.
- 8.4.9 Care should be taken when purchasing Scottish items to ensure they meet the agreed quality standards.

## **8.5 TV/Film Tie-ins**

- 8.5.1 These often have limited currency so avoid purchasing in quantity and wherever possible choose a paperback format. These are often also of poor quality in terms of production.

## **8.6 Comics, Cartoons and Graphic Novels**

- 8.6.1 Graphic Novels should be provided where these meet our overall policies of quality and encourage reading and new borrowers.

## **8.7 Annuals**

- 8.7.1 It is policy not to purchase children's annuals.

## **8.8 Authors**

- 8.8.1 Cascade author lists exist to ensure that particular authors' books are purchased for the service.
- 8.8.2 Not every work by those authors named in the lists is guaranteed to be of the same high quality and as such may not be always considered worthy of purchase.
- 8.8.3 New and other authors should not be excluded simply because they are not on the list.
- 8.8.4 Suggestions for additions and deletions to the lists should be constantly offered.



## **8.9 Series**

8.9.1 Series which support children's reading development and enjoyment should be considered for purchase (see attached list).

8.9.2 Suggestions for additions and deletions to the list should be constantly offered.

## **8.10 Conclusions**

8.10.1 It should be borne in mind that these are guidelines based on existing knowledge and experience and as such will require to be constantly questioned and up-dated.

## 9. NON FICTION - STOCK AGE GUIDELINES

001-099	10 years except computing (5 years)
100-129	20 years
130-139	10 years
140-149	20 years
150-159	20 years for history and theory 10 years for popular material, eg personal success
160-199	20 years
200-299	20 years
300-329	10 years
330-339	10 years except
	personal finance 3 years
	tax guides 3 years
	unemployment 3 years
	careers 3 years
340-349	10 years
350-359	10 years
360-369	10 years
370-379	10 years
380-389	10 years
390-399	20 years
400-499	20 years ex dictionaries and language courses in modern languages (10 yrs)
500-599	10 years
600-619	10 years
620-699	10 years
700-729	20 years
730-799	10 years
800-899	20 years
900-909	20 years
910-919	10 years
	10 years travel writings, ie personal observations
	5 years travel guides (maximum)
920-929	20 years
930-939	20 years
940-999	20 years history, unless meant to be contemporary

**The above dates are guidelines designed to identify stock for consideration for removal from pool. If the content is valid and the presentation good, then the book should be retained regardless of the date.**