



The Moray Council
Libraries and Information Services

STOCK DEVELOPMENT POLICY

This Policy relates to the Libraries Stock Selection Policies and seeks to provide guidelines for the effective use of materials.

Within these guidelines the Libraries Service seeks:

1. To maintain a range and quality of library material appropriate to community needs.
2. To ensure that the stock is an Authority-wide resource.
3. To monitor and respond to any changes in the needs of the community served.
4. To make efficient and effective use of the resources available.
5. To 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 guidelines are further supported by the use of service point profiles, performance indicators and management information.

Revised March 2016

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Category Novels F

Definition This consists of story lines which are works of imaginative writing, excluding mysteries, romances, science fiction and westerns.

Provision

1. Purchased direct for service points on a pro-rata to issues basis, within the Area budget for Fiction.
2. Part of the Libraries exchange procedures with limited back-up new stock being purchased from the Libraries Support budget.
3. May be exchanged with Libraries Support, through agreement.
4. Stock replacements/refreshments will be carried out from Area Funds.
5. Issue figures and average cost prices should be used to determine the budgetary allocation for novels.

Removal

- a. When worn out.
- b. When dead, ie has not been issued for 6 months.

The Librarian, Senior Library & Information Assistant or Library & Information Assistant will assess the stock at least once every 6 months to identify which items are dead.

Note In exchange libraries only that Area of stock not due to be in the next exchange will be checked.

- c. For pre-programmed exchanges.

Stock will be reviewed at least once per 6 months to identify which items need withdrawn.

Stock in good condition but no longer required at a library will be returned to Libraries Support to assist with library stock turnover.

Binding

None.

Notes

1. Replacement will be carried out in the most cost effective manner, normally paperback.
2. Parts of trilogies/series will only be replaced where the whole series exists.

Category Mysteries MF

Definition This consists of story lines relating to the solving or resolution of a crime or criminal incident.

- ★ Formula murders
- ★ Whodunits
- ★ Police investigations
- ★ Police procedures
- ★ Detective novels
- ★ Private investigator cases

Provision

1. Purchased direct for service points on a pro-rata to issues basis, within the Area budget for Fiction.
2. Part of the Libraries exchange procedures with back-up new stock being purchased from the Libraries Support budget.
3. Exchanged within Area, on rota basis. May be exchanged with Libraries Support, through discussion.
4. Stock replacements/refreshments will be carried out from Area Funds.
5. Issue figures and average cost prices should be used to determine the budgetary allocation for mysteries stock.
6. Items will only be purchased if it is considered the copy can guarantee at least 6 issues per annum for the first 3 years.

Removal

- a. When worn out.
- b. When dead, ie has not been issued for 6 months.

The Librarian, Senior Library & Information Assistant or Library & Information Assistant will assess the stock at least once every 6 months to identify which items are dead.

Note In exchange libraries only that area of stock not due to be in the next exchange will be checked.

- c. For pre-programmed exchanges.

Stock will be reviewed at least once per 6 months to identify which items need withdrawn.

Stock in good condition but no longer required at libraries will be returned to Libraries Support to assist with library stock turnover.

Binding

None.

Notes

1. Replacement required will be carried out in the most cost effective manner.

Category Romances RF

Definition This consists of story lines relating to the pursuit of love and romance.

- ★ Titles published by Mills and Boon and other publishers designating their titles "Romance.
- ★ Love and Romance
- ★ Romantic encounters
- ★ Affairs of the heart
- ★ Medical romances

Provision

1. Paperbacks purchased centrally via standing order for service points on a pro-rata to issues basis, within the Area budget for Fiction. Hardbacks require to be purchased at an area/service point level if required.
2. Part of the Libraries exchange procedures.
3. May be exchanged with Libraries Support, through discussion.
4. Issue figures and average cost prices should be used to determine the budgetary allocation for romances stock.
5. Items will only be purchased if it is considered the copy can guarantee at least 6 issues per annum for the first 3 years.

Removal

- a. When worn out.
- b. When dead, ie has not been issued for 6 months.

The Librarian, Senior Library & Information Assistant or Library & Information Assistant will assess the stock at least once every 6 months to identify which items are dead.

Note In exchange libraries only that area of stock not due to be in the next exchange will be checked.

- c. For pre-programmed exchanges.
- d. When 5 years old unless still being issued 5 times per year.

Stock will be reviewed at least once per 6 months to identify which items need withdrawn.

Stock in good condition but no longer required at libraries will be returned to the Area Library or to Libraries Support to assist with library stock turnover.

Binding

None.

Notes

1. No replacements will be purchased.

Category Science Fiction/Fantasy SF

Definition This consists of story lines where the imagination is not restricted by reality.

- ★ Futuristic life and worlds.
- ★ Inter galactic space travel.
- ★ Time travel
- ★ Imaginary worlds
- ★ Titles designated as Science Fiction/Fantasy by publishers.

Provision

1. Purchased direct for service points on a pro-rata to issues basis, within the Area budget for Fiction.
2. Part of the Libraries exchange procedures.
3. May be exchanged with Libraries Support, through discussion.
4. Stock replacements/refreshments will be carried out from Area Funds.
5. Issue figures and average cost prices should be used to determine the budgetary allocation for science fiction/fantasy.
6. Items will only be purchased if it is considered the copy can guarantee at least 6 issues per year for the first 3 years.

Removal

- a. When worn out.
- b. When dead, ie has not been issued for 6 months.

The Librarian, Senior Library & Information Assistant or Library & Information Assistant will assess the stock at least once every 6 months to identify which items are dead.

Note In exchange libraries only that area of stock not due to be in the next exchange will be checked.

- c. For pre-programmed exchanges.

Stock will be reviewed at least once per 6 months to identify which items need withdrawn.

Stock in good condition but no longer required at a library will be returned to Libraries Support to assist with library stock turnover.

Binding

1. None

Notes

1. Replacement will be carried out in the most cost effective manner, normally paperback.
2. Parts of trilogies/series will only be replaced where the whole series exists.

Category Westerns WF

Definition This consists of story lines relating to the Wild West and specific to an American or North American geographical location.

- ★ Cowboy stories
- ★ Stories set on the “Wild Frontier”
- ★ Mainly 19th-century
- ★ Not normally with any significant historical reference

Provision

1. Purchased centrally and distributed to Area Libraries on a pro-rata to issues basis.
2. Part of the Libraries exchange procedures.
3. May be exchanged with Libraries Support, through discussion.
4. Stock replacements/refreshments are bought for specific service points from Area funds.
5. Issue figures and average cost prices should be used to determine the budgetary allocation for westerns.
6. Items will only be purchased if it is considered a copy can guarantee at least 6 issues per year for the first 5 years and 5 issues per annum in subsequent years.

Removal

- a. When worn out.
- b. When dead, ie has not been issued for 6 months.

The Librarian, Senior Library & Information Assistant or Library & Information Assistant will assess the stock at least once every 6 months to identify which items are dead.

Note In exchange libraries only that area of stock not due to be in the next exchange will be checked.

- c. For pre-programmes exchanges.
- d. When 5 years old unless still being issued 5 times per year.

Stock will be reviewed once per 6 months to identify which items need withdrawn.

Stock in good condition but no longer required at a library will be returned to Libraries Support to assist with library stock turnover.

Binding

None.

Notes

Category Large Print LP

Definition Fiction and Non Fiction titles produced in large print format.

Provision

1. Purchased on standing order and provided on rota for service points from area budgets for fiction.
2. Part of the exchange procedures from existing stock.
3. May be exchanged with Libraries Support, through discussion.
4. Issue figures and average cost prices should be used to determine the budgetary allocation for Large Print titles.

Removal

- a. When worn out.
- b. When dead, ie has not been issued for 6 months.

The Librarian, Senior Library & Information Assistant or Library & Information Assistant will assess the stock at least once every 6 months to identify which items are dead.

- c. For pre-programmed exchanges.

Stock in good condition but no longer required at a library will be returned to the Area Library or to Libraries Support to assist with library stock turnover.

Stock will be reviewed at least once per 6 months to identify which items need withdrawn.

Binding

None.

Notes

1. Replacement required will be carried out in the most cost effective manner.
2. Large Print collections aim to give visually impaired readers access to the same range of titles available in ordinary print format.
3. Not all titles available in ordinary print format may be found in Large Print editions
 - a. Publishing rights for Large Print editions may not be granted by the original publisher.
 - b. Large Print publishers will produce titles according to their own selection criteria.

Category Non fiction

Definition All books classified by Dewey etc

Provision

1. Purchased direct for service points in accordance with needs and usage, pro rata to the Non Fiction budget.
2. Part of the exchange procedures with back up popular new stock being purchased from Libraries Support budget.
3. Stock replacements will be carried out from Area Funds.
4. The budget for Non Fiction will be determined at the beginning of the year and purchases should be related to issues and to identified areas of stock shortfall.
5. Items will only be purchased if it is considered a copy will generate a reasonable number of issues.

Removal

- a. When worn out.
- b. When stock is dead, ie has not been issued for 6 months.

The Librarian, Senior Library & Information Assistant or Library & Information Assistant will assess the stock at least once every 6 months to identify which items are dead.

Note - In exchange libraries only that area of stock not due to be in the next exchange will be checked.

- c. For pre-programmed exchanges.
- d. When stock loses its currency - see date guidelines.

Stock will be reviewed at least once per 6 months to identify which items need withdrawn or rebound.

Stock in good condition but no longer required at libraries will be returned to Libraries Support to assist with library stock turnover.

Binding

- a. None

Notes

1. The Service aims to provide a wide range of non fiction stock at all libraries with a particular emphasis on popular stock at part-time libraries.
2. Systems information should ensure less duplication of stock in the future, better purchasing in relation to needs and usage, and more effective circulation of stock.

Category Adult Spoken Word CDs

Definition Audio editions of purchased titles produced on CD.

Provision

1. Purchased through standing order in accordance with service-wide needs and allocated on a rota basis.
2. Exchanged quarterly between Areas, with agreed amounts. [Schedule set up by Libraries Support]
3. Stock replacements will be carried out from Area Funds as required and funding allows.
4. The budget for spoken word will be determined at the beginning of the year and purchases should be related to issues, income and to identified Areas of service wide needs.
5. Items will be purchased as long as it is considered that the title can guarantee at least 4 issues per annum.

Removal

- a. When stock is dead, ie not issued for 6 months.
- b. When CDs are damaged and cannot be played.
- c.. For pre-programmed local exchanges.
- d. When a title is surplus to requirements and can be returned to Libraries Support.

Binding

Not applicable.

Notes

1. As wide a range of titles as possible will be provided within the available budget related to needs. Because of the high unit cost for unabridged books, single copies will be purchased unless the author is very popular when a maximum of 2 copies may be purchased.
2. Where possible every effort will be made to purchase by centrally managed standing order to ensure speed of supply and associated publicity.
3. Unabridged versions will be purchased as far as possible. Abridged versions will be purchased when unabridged versions are not available
4. A suggestions list will operate for libraries to register their suggestions, so that the selection can be tailored to user's requirements.
5. Replacement CDs will be ordered to replace damaged CDs in unabridged multi CD sets, as appropriate.

Category Audio

Definition Music CDs

Provision

1. Purchased direct for service points and allocated pro rata according to allocated budget, issues/income and profiles as funding allows.
2. Mini exchanges between libraries every two months with agreed amounts. [Schedule to be set by Libraries Support.
3. Stock replacements will be carried out from Area Funds as required and funding allows.
4. The budget for audio music CDs will be determined at the beginning of the year and purchases should be related to issues and to identified Areas of service wide needs.
5. There should be sufficient minimum stock to offer a reasonable choice for community needs. A maximum stock level should be determined for each service point to ensure that an appropriate turnover averaging 6 issues per item each year is achieved.

Removal

- a. When worn out.
- b. When stock is dead, ie not issued for 12 months.
- b. When CDs are damaged and cannot be played.
- c. For pre-programmed exchanges.
- d. When stock is surplus to requirements and can be returned to Libraries Support to assist with library stock turnover.

Binding

Not applicable.

Notes

1. As wide a range of titles as possible will be provided within the available budget related to needs.
2. Items will be purchased as long as it is considered that the title can guarantee at least 6 issues per annum.

Category Adult DVDs

Definition Non fiction DVDs, DVDs based on literary works, DVDs of films, TV drama and comedy, music DVDs.

Provision

1. Purchased direct for approved service points.
2. Exchanged as agreed between participating service points to maximise usage.
3. DVDs expenditure is directly related to income generated from issues.
4. There should be sufficient stock to allow for community needs.

Removal

- a. When stock is dead, ie not issued for 12 months.
- b. When DVDs are damaged and cannot be played.
- c. When a title is surplus to requirements and can be forwarded / allocated to another participating library.

Binding

Not applicable.

Notes

1. The provision should seek to be popular.
2. A maximum of 4 copies of any title will be purchased.
3. Items will be purchased if it is considered that the title can guarantee at least 8 issues per annum.

Category Art Prints

Definition Art prints produced by commercial suppliers of classic paintings by artists of international stature and prints and original works produced by locally based artists.

Provision

1. May be exchanged between Areas through discussion.
2. There should be sufficient minimum stock to offer a reasonable choice for community needs. A maximum stock level should be determined for each service point to ensure that an appropriate turnover, averaging 2 issues per item each year is achieved.

Removal

- a. When stock is dead, ie not issued for 12 months.
- b. When a picture is surplus to requirements and can be returned to Libraries Support.
- c. When a picture is not an original work.

Binding

Not applicable. Prints with damaged frames or broken glass should be forwarded to Libraries Support for remedial attention/withdrawal.

Notes

1. There is a presumption against withdrawal of original works.
2. Only original local works are now purchased.

Category Local Heritage Materials

Definition Material about Moray and by authors, musicians or artists born or resident within Moray where this material reflects the local culture, language or heritage. For contemporary collecting purposes Moray is defined as the area now administered by The Moray Council.

A full explanation of the formats of materials and how they are collected is contained within the Local Heritage Service Collection Policy.

Provision

1. The Local Heritage Centre serves as the central resource of expertise and storage. Generally speaking where only one copy of an item is in the collection it will be kept at the Local Heritage Centre for reference purposes only.
2. All service points must have a core collection of heritage materials related to community needs.
3. Donations of material are welcomed.

Removal

- a. A Local Heritage Service lending item should be removed from the shelves when it is in a dirty or damaged condition. Where it is not repaired at the library it must be sent to Libraries Support.
- b. Where the item is still available for purchase it should be re-ordered as part of ongoing stock replacement.
- c. Local Heritage material returned to Libraries Support for possible withdrawal will be considered by the Principal Librarian. The presumption will be only to withdraw when there are sufficient other copies in the collection.

Binding

To be returned to Libraries Support for consideration by the Principal Librarian and Local Heritage Officer.

Notes

See Local Heritage Services Collection Policy

Category Reference Collection R

Definition Reference and Information sources in a variety of appropriate formats, including on-line sources which meet information, business, educational, leisure and cultural needs. They are available for use in the library, but not normally available for loan.

Provision

1. Purchased centrally in relation to service wide needs from the Reference budget.
2. Purchased from recommendations by all staff.
3. Agreed as part of national co-ordinated provision.

Removal

- a. When worn out.
- b. When information is out of date or misleading.
- c. When more recent editions are supplied.

Reference and Information collections at all service points will be edited twice a year.

Stock may be circulated to other service points if the information is still useful

Items incurring damage should be given minor repairs if possible, otherwise removed from the shelf and returned to Elgin Library for withdrawal and possible replacement.

Binding

1. Items with information of local importance or significance.
2. Irreplaceable works expected to be of value in the future.

Notes

1. Elgin Library acts as the central resource with other libraries forwarding queries that cannot be answered from within their own or their Area Library's resources.
2. Larger collections are held at the Area Libraries.
3. Quick reference collections are held at part-time libraries.
4. The presumption is to provide electronic material to ensure service wide equity of provision.

Category Requests

Definition Items which one or more borrowers have asked the Libraries Service to provide for their use.

Provision

1. Co-ordinated centrally.
2. Related to the prevailing criteria for that category of stock.
3. Additional copies of an in stock or on order item will be purchased where the number of requests exceeds 6 for each existing copy.

Category Reserve Stock

Definition Last copies of items: where it is considered there may still be interest or long term value; where the physical condition or format render them unsuitable for open shelves; materials unsuitable for the open shelves according to the Obscene Publications Act; materials important for their illustrations or scarcity value.

Provision

1. Only available on request or enquiry.
2. Retained under the guidelines within the stock collection policy and edited on an ongoing basis.

Removal

- a. When stock is dead, ie not issued for 5 years and is considered not worthy of retention.
- b. When replaced by a more current item on the subject and is considered not worthy of retention.

Binding

There is a general presumption against binding.

Notes

1. Reserve stock is checked on ongoing basis to identify whether or not it should be retained.
2. There is a presumption against reserving audio visual items unless they are of local interest
3. In some subjects, such as music and literature it is desirable to retain a range of interpretations.
4. There is a presumption against reserving of ephemeral stock.

Category Junior Fiction JA, JB, JC

Definition This consists of storylines which cater for the interests and abilities of children from 0 - 11 years of age. Stock will reflect educational needs as well as reading for enjoyment and will encourage and motivate children along the path of learning to read.

- ★ JA Pre-school picture books, including Non Fiction books suitable for this age range
- ★ JB A mixture of picture books, novels and stories for young/early readers for children 5-8 years of age
- ★ JC Novels and stories for children 8-12 years of age

Provision

1. Purchased direct for service points on a pro-rata to issues basis, according to issues and profiles within the Area budget for Junior.
2. Part of the Libraries exchange procedures with back-up new stock being purchased from the Libraries Support budget.
3. Stock replacements/refreshments will be carried out from Area Funds as required.
4. The budget for junior materials will be determined at the beginning of the year and purchases in the different categories of fiction should be related to issues, profiles and community needs.
5. Items will only be purchased if it is considered the copy can guarantee at least 5 issues per annum for the first 3 years.

Removal

- a. When worn out.
- b. When dead, ie has not been issued for 6 months.

The Librarian, Senior Library & Information Assistant or Library & Information Assistant will assess the stock at least once every 6 months to identify which items are dead.

Note In exchange libraries only that area of stock not due to be in the next exchange will be checked.

Stock in good condition but no longer required at libraries will be returned to Libraries Support to assist with library stock turnover.

Binding

None.

Notes

1. Replacement required will be carried out in the most cost effective manner.
2. At least one quarter of the open shelf stock in libraries will be junior material. The distribution between the age ranges within junior fiction (and between junior fiction and non-fiction) will depend on the particular needs of the community served.
3. Fiction should include both hardback and paperback. The % of paperbacks in each category should be
 - JA wherever possible hardback or reinforced paperbacks
 - JB 35%
 - JC 70%

If there is a choice of edition the most visually appealing should be chosen.

Category Teenage JCY

Definition This consists of story lines which cater for the interests of young people of 12-16 years of age.

Provision

1. Purchased direct for service points on a pro-rata to issues basis, according to issues and profiles within the Area budget for Junior materials.
2. Part of the Libraries exchange procedures with back-up new stock being purchased from the Libraries Support budget.
3. Stock replacements/refreshments will be carried out from Area Funds as required.
4. The budget for junior material will be determined at the beginning of the year and purchases in the different categories of fiction should be related to issues, profiles and community needs.
5. Items will only be purchased if it is considered the copy can guarantee at least 4 issues per annum for the first 3 years.

Removal

- a. When worn out.
- b. When dead, ie has not been issued for 6 months.

The Librarian, Senior Library & Information Assistant or Library & Information Assistant will assess the stock at least once every 6 months to identify which items are dead.

Note In exchange libraries only that area of stock not due to be in the next exchange will be checked.

Stock in good condition but no longer required at libraries will be returned to Libraries Support to assist with library stock turnover.

Binding

None.

Notes

1. Replacements required will be carried out in the most cost effective manner.
2. At least one quarter of the open shelf stock in libraries will be junior material. The distribution between the age ranges within junior fiction (and between junior fiction and non-fiction) will depend on the particular needs of the community served.
3. The % of paperbacks in the teenage collection should be 90%. Hardback should only be purchased where the author is one of quality and standing and whose titles are published initially in hardback. Where paperback is published simultaneously this should be the preferred option. Where there is a choice of edition the most visually appealing should be chosen.

Category Junior Non-Fiction JNF

Definition This consists of factual books which cater for the interests and abilities of children from 5 - 14 years of age, ie primary school requirements.

Provision

1. Purchased direct for service points on a pro-rata to issues basis, according to issues and profiles within the Area budget for Junior.
2. Part of the Libraries exchange procedures with back-up new stock being purchased from the Libraries Support budget.
3. Stock replacements/refreshments will be carried out from Area Funds as required.
4. The budget for junior material will be determined at the beginning of the year and purchases in the different categories of fiction should be related to issues, profiles and community needs.
5. Items will only be purchased if it is considered the copy can guarantee at least 3 issues per annum.

Removal

- a. When worn out.
- b. When dead, ie has not been issued for 6 months.
- c. When stock loses its currency.

The Librarian, Senior Library & Information Assistant or Library & Information Assistant will assess the stock at least once every 6 months to identify which items are dead.

Note In exchange libraries only that area of stock not due to be in the next exchange will be checked.

Stock in good condition but no longer required at libraries will be returned to the Area Library or to Libraries Support to assist with library stock turnover.

Binding

1. Where a spiral bound copy has been purchased for subject coverage, this should be considered for rebinding.

Notes

1. Where appropriate school curriculum developments will be used for the selection of material for lending.
2. Stock will largely be hardback although paperback may be necessary to ensure subject coverage.
3. Special attention will be given to material which has a Scottish theme.
4. A spread of titles within a topic should be selected rather than the selection of multiple copies of the same title.

Category Junior Spoken Word/Stories/Music

Definition Audio editions of stories, nursery rhymes, children's songs etc produced on CD.

Provision

1. Purchased through standing order and supplied on a rota basis.
2. Exchanges across the Service on a regular basis.
3. Stock replacements will be carried out from Area Funds as required every 12 months.
4. The budget will be determined at the beginning of the year and purchases should be related to issues and to identified areas of service wide needs.
5. There should be sufficient minimum stock to offer a reasonable choice across the age groups. A maximum stock level should be determined for each service point to ensure that an appropriate turnover averaging 5 issues per item each year is achieved.

Removal

- a. When stock is dead, ie not issued for 6 months.
- b. When tapes/CDs are damaged and cannot be played.
- c. For pre-programmed exchanges.
- d. When a title is surplus to requirements and can be returned to Libraries Support.

Binding

Not applicable.

Notes

1. As wide a range of titles as possible will be provided within the available budget, according to needs
2. A maximum of 3 copies of any title will be purchased.
3. Items will be purchased as long as it is considered that the title can guarantee at least 5 issues per annum.

Category Junior DVDs

Definition Popular non fiction DVDs, DVDs based on children's stories, books, children's films and TV series.

Provision

1. Purchased direct for approved service points.
2. Exchanged as agreed between participating service points to maximise usage.
3. DVD expenditure is directly related to income generated from issues.
4. There should be sufficient stock to allow community needs. A maximum stock level should be determined for each service point involved, to ensure that an appropriate turnover, averaging 8 issues per item each year is achieved.

Removal

- a. When stock is dead, ie not issued for 12 months. Dead stock should be forwarded to another participating library.
- b. When DVDs are damaged and cannot be played.
- c. When a title is surplus to requirements and can be forwarded to Libraries Support.

Binding

Not applicable.

Notes

1. The provision should seek to be popular.
2. A maximum of 4 copies of any title will be purchased.
3. Items will only be purchased if it is considered that the title can guarantee at least 8 issues per annum.

Category Junior Reference and Information Collection

Definition This consists of reference and information sources in a variety of appropriate formats which meet the educational, information, leisure and cultural needs of children.

Provision

1. Purchased centrally in accordance with service wide needs from the JNF budget.
2. Purchased centrally from Standing Order for core items.
3. Purchased direct for service points in accordance with community needs from the Area budgets for Junior.
4. Stock replacements/refreshments will be carried out annually from Area budgets as agreed with the Principal Librarian.
5. Centrally co-ordinated on-line provision.

Removal

- a. When worn out.
- b. When information is out of date or misleading.

The Librarian, Senior Library & Information Assistant or Library & Information Assistant will assess the stock at least once every year to identify which items are dead.

Stock in good condition but no longer required at libraries will be returned to Libraries Support to assist with library stock turnover.

Binding

1. Where a spiral bound copy has been purchased for subject coverage, this may be considered for rebinding.
2. Where there is no update and information is still current and of value.

Notes

1. Part-time libraries should hold a small core collection of standard reference materials with a more extensive collection being held in Area Libraries.
2. School curriculum developments will be used, where appropriate, to inform the selection of reference and information stock in Area Libraries.
3. On-line provision will seek to ensure equity of access.

| | Removal Assessment | Withdrawal Review |
|----------------------------|-------------------------------|------------------------------|
| Novels | Every 6 months | Every 6 months |
| Mysteries | “ | “ |
| Romances | “ | “ |
| SF/Fantasy | “ | “ |
| Westerns | “ | “ |
| Large Print | “ | “ |
| Non Fiction | “ | “ |
| Adult Spoken Word | Ongoing | Ongoing |
| Audio | “ | “ |
| Cassettes / CDs | “ | “ |
| Adult DVDs | “ | “ |
| Art Prints | “ | “ |
| Local Heritage Materials | | |
| Reference Collection | | |
| Junior Fiction | Every 6 months | Ongoing |
| Teenage | “ | “ |
| Junior Non Fiction | “ | “ |
| Junior Spoken Word/Stories | Ongoing | “ |
| Junior DVDs | “ | “ |
| Junior Reference | Every year | Every year |