

# **Tameside Libraries Stock Policy Document**

**Revised edition May 2016**

## **Introduction**

This stock policy document explains:

- How the stock we provide contributes to the priorities and vision of Tameside Metropolitan Borough Council, the Tameside Strategic Partnership and the aims of Tameside Public Libraries.
- Our position on censorship.
- How we measure performance of the stock in the libraries
- How material for the library service is selected.
- How we maintain the collections
- How we circulate stock
- Why we retain some items.

The stock we provide and the way in which we manage it supports the vision of the council to maximise the wellbeing of the people of the borough by supporting economic growth and opportunity ,increasing self sufficiency and resilience of individuals and families and protecting the most vulnerable .These aims will be achieved across the six Community Strategy themes of the Tameside Community Strategy 2012-22, and the Tameside vision in the Corporate Plan 2015-20 including the People's and Place Priorities .

Our Mission Statement and the aims of Tameside Library Service underpin our stock provision policy. We have used the following documents in the formulation of this policy.

- **The Public Libraries and Museums Act 1964**
- **Tameside Community Strategy 2012-22**
- **Tameside MBC Corporate Plan 2015-20**
- **Tameside Library Service - Mission Statement and Aims**

### ***Public Libraries and Museums Act 1964***

Under this Act each Library authority is required to *“provide a comprehensive and efficient library service for all persons desiring to make use thereof”*. Although the terms “comprehensive and efficient” were not defined, library authorities have to pay particular attention to *“securing that facilities are available for the borrowing of, or reference to, books and other printed matter and other materials sufficient in number, range and quality to meet the general requirements and any special requirements of both adults and children.”*

### ***Tameside Community Strategy 2012 - 22***

The vision of the Tameside Strategic Partnership is, “Tameside is a great place to live. We will make it even better. It will continue to be a borough where the people who live here feel at home, are able to get involved in the life of the community, where they can contribute to a prosperous local economy, feel safe and healthy, and take active responsibility for the environment.”

The six priorities are:

- **Supportive Tameside:** the vision, “we want Tameside to be a place where people from different backgrounds get on well together, where people are supported to live healthy and independent lives, and where people have a good quality of life in strong, cohesive and healthy communities.”
- **Prosperous Tameside:** the vision, “Tameside’s people, businesses and places are resilient. Our aspirations and skills equip us for the modern economy, and we have the enterprise and infrastructure to support our growth. We value our traditional areas of expertise, and are broadening our economy into new areas. Public, private and voluntary sector organisations are working together with local residents to make Tameside thrive.”
- **Learning Tameside:** the vision, “We want Tameside to be a place where expectations and achievements are raised in our schools, colleges and early years settings, so that young people have the best possible start in life and where adults can continue to improve their skills and contribute to economic prosperity within the Borough.”
- **Attractive Tameside:** the vision, “We want Tameside to be a place that is clean, green and an attractive place to be for everyone. We are determined to pass onto future generations a better quality of environment than we inherited.”
- **Safe Tameside:** the vision” We want Tameside to be a place where everyone feels safe and secure, where crime and antisocial behaviour rates are low and continue to fall, and where people have respect for each other now and in the future.”
- **Healthy Tameside:** the vision, “We want Tameside to be a place where everyone is both physically and mentally healthy. We want to reduce inequalities and deliver high quality health and social care services which protect our most vulnerable and offer people greater choice, independence and control.”

### ***Tameside Corporate Plan 2015-20***

Tameside Council is committed to maximising the wellbeing of the people of Tameside. We are committed to supporting the economic growth, increasing the self-sufficiency of individuals and families, and protecting the most vulnerable.

### ***Tameside Library Service – Mission Statement and Aims***

The mission of the Library Service is to be “a continually improving modern library service that is responsive to the needs of the local community, having at its heart the promotion of reading and lifelong learning in its widest sense, access to digital skills and services, and the provision of facilities which are open, accessible and inclusive and play a significant part in establishing the local community identity and contribute to the priorities of the Tameside Community Strategy 2012-22 and the Corporate

Plan 2015-20. We will take opportunities to maximise resources by working with other library authorities, other Tameside departments, external agencies and by bidding for funding, to provide a value for money service to Tameside residents.

Our service aims are:

***Reading and Lifelong Learning***

- We will actively promote reading both as an activity in itself and one that supports other leisure, learning and cultural activities.
- We will engage readers in developing their reading choices through the provision of a dynamic and responsive approach to stock selection and a range of promotional events and activities.
- We will work with partners and other agencies to support literacy and basic skills.
- We will support both formal and informal learning throughout life by the provision of a wide range of resources.

***Digital skills and services***

- We will provide accessible Computer Learning Centres incorporating adaptive technology where appropriate.
- We will work in partnership to provide access to a range of ICT training courses for adults.
- We will provide electronic access to our services via a website and e-mail
- We will provide a free eBooks and eAudiobooks service to Tameside Library members, available 24 hours a day, 7 days a week, designed to be used by library members outside the library.
- We will provide a selection of popular digital magazines available to download for free 24/7 to library members.
- We will exploit existing online information resources and create new digital content relevant to the local community.

***Community focus and inclusion***

- We will provide libraries that are open and inclusive focal points of the local community.
- We will ensure that buildings and services are welcoming and accessible to all the community.
- We will engage with the community to ensure that services are focused on their diverse needs.
- We will provide access to 100% of Council services through libraries serving their communities as one stop shops.
- We will actively collect and disseminate materials which celebrate local heritage and community identity.

## Overarching principles of our stock policy

- We endorse the Chartered Institute of Library and Information Professionals (CILIP) statement on “Intellectual Freedom, Access to Information and Censorship” 2005

*“It is the role of a library and information service that is funded from the public purse to provide, as far as resources allow, access to all publicly available information, whether factual or fiction and regardless of media or format, in which its users claim legitimate interest....Access should not be restricted on any grounds except that of the law. If publicly available material has not incurred legal penalties then it should not be excluded on moral, political, religious, racial or gender grounds, to satisfy the demands of sectional interest.”*

*“The public is entitled to rely upon public libraries for access to information and enlightenment upon every field of human experience and activity. Those who provide library services should not restrict this access except by standards which are endorsed by law.”*

- Only books and other media that have been legally published will be purchased. Material that is defined by UK legislation as obscene or blasphemous, or which incites religious or political hatred, or promotes racism or prejudice against any social group cannot be stocked or displayed. However stock selection decisions will be made on the assumption that adults are able to make a reasonable and critical evaluation of the views and opinions expressed in an item of stock.
- We do not knowingly purchase such material and if any item becomes subject to legal proceedings it will be removed. We will not add, or remove, any items from our shelves solely at the request of an individual or group.
- A representative range of political and religious materials is held across libraries in the Borough and made available through the reservation system.
- Sacred texts purchased by the library service are managed in the same way as other stock items and they may be withdrawn or replaced as part of the routine stock management processes.
- We acknowledge that on occasions individuals may find items in our collections “offensive”. However, we do not label items to warn customers of potential “sensitive” content.
- We provide stock that meets the expressed or anticipated needs of the whole population of Tameside. We have a positive non-discriminatory attitude towards all nine protected characteristic groups covered by the Equality Act 2010 (gender, race, disability, age, sexual orientation, religion and belief, pregnancy & maternity, gender reassignment, and marriage & civil partnership). This stock policy document has been the subject of an Equalities Impact Assessment, and is reviewed on an on-going basis accordingly.
- We provide a customer focus to stock management by listening and responding to the expressed needs of users by the use of surveys, statistical

information, customer comments and staff knowledge of customer needs. We also involve some groups of customers in stock selection.

- We want a stock that will attract and retain users and will provide the widest possible choice of materials.
- While we will accept donations, subject to capacity, this is done on the understanding that we are not bound to add them to stock. In deciding whether to add a donated item, the same principles of selection apply as those used when purchasing material. Any donations not added to stock will be subject to the same disposal criteria as our own stock.
- The need for some services to contribute to income generation through charges made for borrowing, means the level of potential use of these items will always be taken into account when deciding what to provide.
- Requests from customers for books and talking books that are not in stock will be given careful consideration. If available, the requested item will be purchased if it conforms to our policy, but requests will not be allowed to distort the general buying pattern. Where a nonfiction book is either out of print or not thought likely to be a useful permanent addition to our stock, it will normally be borrowed through the Inter Library Loan Service, for which a charge will be made. We do not borrow junior titles through the inter-lending service and fiction titles are borrowed only in exceptional circumstances. Talking books and large print titles requested by visually impaired or print disabled people can be borrowed through the national Bee Aware scheme. The cost of providing this service is not passed onto the customer. A recommend to library service is provided for our eBook and eAudiobooks service to enable customers to suggest titles for purchase.
- We will maximise access to stock by the provision and maintenance of our online catalogue, the circulation of stock and by promoting the free in house request service. We will also provide a free eBooks and eAudiobooks service to Tameside Library members, available 24 hours a day, 7 days a week, designed to be used by library members outside the library, and a selection of popular digital magazines available free 24/7 to library members.
- We will obtain library materials in the most cost effective way.
- This Stock Policy document will be reviewed and revised as appropriate each year and will be available on the Tameside MBC public website.

### **Stock aims**

For the purpose of this document we have defined 9 overall aims for our stock to meet, based on the documents referred to in the introduction

- Promote reading and literacy as essential life skills.
- Contribute to *Learning Tameside* by supporting formal and informal lifelong learning for all.
- Assist in the positive use of leisure time.
- Encourage the use of information and awareness of its value.
- Encourage active participation in cultural activities.
- Encourage participation in citizenship and democratic activities

- Contribute to the *Prosperous Thameside*.
- Contribute to the *Supportive Thameside* by providing different customer groups with material to meet their needs
- Contribute to a *Healthy Thameside*.

Each of these 9 aims has a policy statement and accompanying benchmarks

### **Promote reading and literacy as essential life skills**

- We will provide stock that encourages reading as both a basic life skill and as an enjoyable and fulfilling leisure activity.
- We will provide quality collections of children's books at all service points to meet the needs of all ages and abilities of children and to encourage reading for pleasure and enjoyment.
- We will provide special collections for teenagers, recognising the need to maintain their interest and enjoyment of books.
- We will buy collections of books and promotional material produced by book suppliers and specialist reader development companies as a means of widening our range of material.
- We will buy material and supporting publicity which supports national literacy campaigns in sufficient number to meet local needs and demands.
- We will provide magazines that appeal to emergent readers, children and young people.

### **Benchmarks**

- We will add at least one copy of all shortlisted titles for the Carnegie, Greenaway, Red House Children's Book Award, Guardian Children's Fiction Prize and the Blue Peter Book Award.
- We will buy at least 5 copies of all the "Quick Reads" published for emergent readers.

### **Contribute to *Learning Thameside* by supporting formal and informal lifelong learning**

- Our book stock will support academic subjects studied by members of the Thameside community.
- We will provide primary and secondary source material relating to the Thameside area at the Local Studies and Archives Centre .Please note we have a separate collections policy for archives.  
<http://www.tameside.gov.uk/localstudies/collection>
- We recognise our role as the main source of support materials for informal learning, providing the means to allow individuals to pursue knowledge for its own sake.
- We will provide information presented in an attractive, accessible and stimulating way for young people from the earliest age.
- We will provide a selection of language courses for people wishing to learn a second language, including English as a Second Language.
- We will provide material to support community members studying for UK citizenship.

## **Benchmarks**

- We aim to cover all subjects up to A level standard, and some subjects to first year under-graduate level in the Central Library.
- The Local Studies and Archive Centre have relevant economic and social history material to undergraduate level.
- We aim to stock career and educational information, law and legal texts, which reflect current legislation.
- We will stock materials on technology, information and communications technology and the sciences, which are as up-to-date as possible.
- We will offer collections of core local studies materials at all libraries.
- We will stock the four major European languages in book and audio format at beginners and more advanced level in the six main libraries.

## **Assist in the positive use of leisure time**

- We will provide popular and genre fiction in such quantities that appeal to both men and women and which will give the reader a reasonable choice of titles in ordinary print, large print, spoken word and digital editions. We do not stock large print or talking books in the Asian languages, Chinese, Polish or Arabic.
- We will ensure collections are refreshed by the purchase of new titles and the transfer of older stock around the libraries so that the customer will have access to a range of different, if not necessarily newly published, titles.
- We will weigh the heavy demand for highly publicised new fiction against our duty to provide adequate stocks of other types of library material when allocating funds.
- We will provide fiction for all ages and abilities of children selected from the best of what is available on the basis of its ability to stimulate and satisfy the imagination of children and contribute to their personal development.
- We recognise the importance of offering children well-designed books suited for their intended audience.
- We will provide stock in the community languages of Tameside in appropriate branches based on local need.
- We will provide non-fiction, which can be read for pleasure in itself or as an aid to the pursuit of other recreational or cultural activities.
- We will provide a limited number of blockbuster DVDs

## **Benchmarks**

- We will add at least one copy of all novels shortlisted for the Costa First Novel Award, Costa Novel Award, Man Booker, Baileys Women's Prize for Fiction, CWA Gold Dagger, CWA International Dagger, Ian Fleming Steel Dagger, and the Ellis Peters Historical Award. We will also add at least one copy of winning titles for the Guardian First Book Award (fiction), W H Smith Book of the Year (adult fiction) and the following genre fiction prizes: Hugo Award, John Creasey (New Blood) Dagger, and the Bram Stoker award. We will add one copy of all suitable titles that have won the Costa Biography Book Award, and major poetry, travel writing and science writing awards.
- We will add the top 10 bestselling adult fiction paperback titles and the top 10 bestselling adult non-fiction paperback titles to all Bestseller Collections. The top 5 NF hardback titles will also be added at the main libraries.



### **Encourage the use of information and awareness of its value**

- We will provide reference and information materials at all libraries with the main collection at Tameside Libraries Information Service in the Central Library.
- We will provide materials in both traditional and electronic formats to meet the needs of individuals, organisations and the business community.
- In the Central collection we will maintain a stock of current directories, yearbooks, government publications and other appropriate material as well as material which will allow us to refer customers to other sources for more specialised information.
- We will provide local information files at Central Library to give the customer access to current information about the local community.
- We will provide information on tourist opportunities in the area at all libraries.
- We will collect and retain all relevant material on Tameside with the aim of ensuring that the Local Studies and Archives Centre is the foremost research collection on all aspects of Tameside, past and present. We will also collect material of importance on the surrounding area and some general works of use to the local history student. We will provide core collections of Tameside material at all libraries.

#### **Benchmarks**

- We will provide current editions of directories and yearbooks at the Central Library.
- We will use CILIP's "Local Studies Libraries: guidelines for local studies provision in public libraries". 2nd edition 2002

### **Encourage participation in cultural activities**

- We will provide the works of the major writers in the English language, plus translations of the works of significant writers from other cultures and countries.
- We will provide works by the most significant contemporary writers of fiction for both adults and children recognising that we may be the only access point for many people to these works.
- We will provide books on aspects of contemporary culture to support the enjoyment and participation in cultural activities.
- We will provide a selection of titles in multiple copies to support Tameside's Readers' groups.

#### **Benchmarks**

- As a minimum, we will buy one copy of all novels shortlisted for the Costa, Man Booker, Baileys Women's Prize for Fiction (formerly the Women's Prize for Fiction) and the winner of the Guardian First Book fiction prizes.
- We will stock at least one copy of all recognised English language classics and major foreign classics in translation.
- We will buy at least one copy of all shortlisted titles for the Carnegie, Greenaway, Red House Children's Book Award, Guardian Children's Fiction Prize and the Blue Peter Book Award.

### **Encourage active participation in citizenship and democratic activities**

- We will provide a range of material in different formats (including periodicals and newspapers) that deal with contemporary issues and represent a wide cross-section of opinion.
- We will provide our main collection of newspapers and periodicals at Tameside Libraries Information Service in the Central Library. Collections at other libraries will reflect local demand. We will also provide a 24/7 free digital emagazine service to library members.
- We will retain back copies of newspapers and periodicals to satisfy the majority of requests.
- We will provide electronic access to archives of the major newspapers and other online periodicals.
- We will provide a local studies and archives collection to support development of community identity
- We will provide a local studies collection to allow historical research into local citizenship issues

#### **Benchmarks**

- We will provide a minimum of 50 periodical and newspaper titles throughout Tameside.
- We will retain back copies of newspaper and periodicals for a minimum of three months
- Our collection of newspapers and periodicals will be reviewed as a minimum every 3 years.

### **Contribute to *Prosperous Tameside***

- We will provide books and other material on all aspects of careers, employment and training.
- We will provide MyWorkSearch (MWS) which is an online tool which helps people prepare for work, improve their employability and search for jobs.
- We will maintain collections of material on business, jobs and commercial information as a service to both individuals and the business community at the Tameside Libraries Information Service in the Central Library.
- We are a member of the Greater Manchester Ask About Business Partnership which provides access to information that supports -pre-start and new businesses, existing business, jobseekers, consumers, inventors and business students
- We also provide access to other electronic business databases.

#### **Benchmarks**

- We will stock up to date career information, editions to be checked as a minimum after 3 years.
- We will aim to stock materials on business and technology which are no more than five years old and which take into account changes in the law and economic conditions.

### **Contribute to *Supportive Tameside* by providing different customer groups with material to meet their needs**

- We will purchase titles representing diverse cultures to promote a cohesive and supportive society.

- We will ensure that people with a visual impairment (VIPs) and older people have access to large print books in sufficient numbers to meet local demand both in the libraries and on the Home Library Service.
- We will provide eBooks with the facility for the font to be enlarged for people with a visual impairment.
- We will ensure that large print titles are circulated to all branches to give users access to a wide range of titles. However, we will not provide material in Braille or Moon but ensure that information is available to VIPs on how this material can be accessed.
- We will provide talking books for adults and children at all branches and will circulate this material around the branches to ensure customers see a range of titles.
- We will provide e-Audiobooks 24/7 accessible to library members with a visual impairment.
- We will provide books for adults in the community languages, Bangla, Gujarati, Urdu, Chinese, Polish and Arabic at appropriate branches, subject to demand.
- We will provide books on the major world faiths and beliefs, including their religious texts.
- We will provide a selection of dual language children's picture books in a range of languages as recommended by Pupil Support Services.
- We will monitor any significant demand for books in other languages and respond accordingly.
- We will provide a range of material to support people learning British Sign Language.
- We will provide fiction books and non-fiction specifically written for the Lesbian, Gay, Bi-sexual and Transgender (LGBT) community.
- We will continue to promote the Oral History Project and collect material from the communities to add to the Local Studies and Archives collection.
- We will collect materials relating to the historical experiences of different customer groups.

### **Contribute to Healthy Tameside**

- We will provide material to support the Books On Prescription Scheme .We will provide books and information to help people live healthier lives, including books on different conditions, self help, complementary and alternative medicines and books to support healthier lifestyles, for example on exercise, smoking cessation and healthy eating.
- We will provide books to support the creative bibliotherapy groups that meet as part of the Book Time For Yourself project.
- We will promote reading as an aid to good mental health and well being.

### **Collections and Levels of Choice**

- We will be aware of the needs of both the Tameside community as a whole and the local community served by an individual branch when deciding which items to stock.
- Our aim is to ensure that every library provides a lively and relevant stock; targeted to the needs of the local community, the amount of stock in each library will vary according to its size and catchment population. Each service point is part of Tameside Libraries and none are expected to be individually

self-sufficient. Material at other libraries can be reserved free of charge, and will be transported to the pickup library of choice.

- We will provide collections of material at each service point, which offer a range of stock and approaches to a subject or type of literature. The level of coverage will reflect anticipated demand, which must be sufficient to ensure reasonable use. The material in these collections will be accurate and current and will provide the customer with a reasonable choice.
- Our scheme of provision indicates to the customer what he/she can expect to find in our stock and in the stock of the library he or she uses. Adult non-fiction, which we feel is outside our collections policy, can usually be obtained through the library interlending network.
- All stock is regarded as a service wide resource and we will seek ways of exploiting the stock through circulation, display and the reservation system.
- Stock circulation is vital as it gives customers the widest access possible to our stock. We regularly circulate large print books and talking books between all the libraries. Fiction is circulated between libraries where limited numbers of copies have been purchased, to ensure the maximum number of customers have access to these titles. Non-fiction titles, which may have a limited readership, are circulated as part of the "On Tour" collections, and a selection of other non-fiction is also circulated between libraries to offer maximum choice to borrowers. DVDs are transferred between the collections at Droylsden, Denton and Stalybridge to offer new titles for users. We also aim to purchase books on particular themes as part of our reader development programme and these too are circulated.
- All reader requests for stock in the libraries can be reserved free of charge. Requests for items not held by Tameside libraries if not bought for stock, can be borrowed via the Inter Library Loan Service and will be charged an administration cost. Consideration for purchase will take into account the relevance of the title, its cost and how much usage is likely.
- We will provide a free eBooks and eAudiobooks service and a free digital magazine service to Tameside Library members, available 24 hours a day, 7 days a week, designed to be used by library members outside the library.

## Collections of Stock

<b><u>Specialised Service Points</u></b>	Home Library Service	Library /Book Access Points			
<b><u>Community Libraries</u></b>	Mossley	Hattersley			
<b><u>Town Libraries</u></b>	Hyde	Denton	Droylsden	Dukinfield	Stalybridge
<b><u>Central Library</u></b>					

- Ryecroft Hall Library Access Point has a small collection of fiction, large print and children's books. The Book Access Points in Post Offices have adult fiction paperbacks only. Partial stock exchanges are carried out at least twice a year in these community venues.
- The stock offered by the Home Library Service will meet the needs of our customers and will have an emphasis on large print books and talking books. Stock from other service points can be used as needed to supplement this stock.
- Community Libraries will offer fiction and non-fiction books for adults and a selection of large print and talking books. Non-fiction collections will be developed in line with local demand and will cater for the educational needs of young people. The children's stock at these libraries will cater for all ages and should give children access to all the popular authors and series with non-fiction stock to help with schoolwork and recreation interests. Reference collections at these libraries will support homework enquiries and provide local information.
- Town libraries will provide a wider range of stock, to serve more people who will consistently have a more diverse set of demands. The range of demands builds up from a basic need for recreational reading to more specialised areas of stock. All our libraries serve as neighbourhood libraries for part of the population so their stock needs to include the same basic service as that offered in the smallest libraries. Libraries serving the larger towns will also offer a greater depth of non-fiction subject coverage, a wider range of reference material and a full range of fiction for adults. They will also offer a selection of foreign language courses.
- The Central Library will offer the full range of services in the greatest depth and with the widest subject coverage.
- The whole service can call upon the collection of older non-fiction and fiction housed in the bookstores. This material is of either permanent or long term value but for reasons of poor physical state or low usage is no longer suitable for display on open shelves.

## **Procurement**

Tameside is a member of The North West and Yorkshire Libraries Consortium involved in supply contracts together with 34 other Library Authorities for mainstream library stock supply.

The benefits of being part of this consortium include:

- Increased discounts for all mainstream stock purchasing
- Consortium buying of online sources
- Demonstrating Best Value
- Developing partnerships
- Identifying best practice and the sharing of knowledge.
- Rationalisation of processes and reduction in duplication of effort.  
General improvements in efficiency within the supply chain
- Sharing the costs of procurement
- Support for stock related training including reader development

## **Library catalogue**

Our online catalogue of library materials for loan or reference conforms to the industry standards - AACR 2, RDA and Marc 21. New catalogue records for books and talking books have annotations giving the reader further guidance to the content of the title. The catalogue is available online at all libraries and accessible from the library website [www.tameside.gov.uk/libraries](http://www.tameside.gov.uk/libraries), allowing searches, reservations renewals, and on line sources to be accessed from home 24/7. EBooks and eAudiobooks are linked from our catalogue direct to their digital website.

## **Selection Procedures**

### **Adult Hardback Fiction**

We have a written specification for new adult hardback fiction which is selected by our book suppliers and monitored by the Resources Manager. As part of this specification we have:

- A standing order for popular authors to ensure speedy supply of titles. This stock is bought automatically for the branches and for the Home Library Service. The list of authors and number of copies per title is reviewed annually by the Resources Manager, and Home Library Service staff.
- A list of literary awards and prizes where we want at least one copy of each nominated title automatically for example the Man Booker short list.
- Titles that will be receiving major media coverage when published but are not on our standing order list. The Resources Manager will monitor titles in the Bookseller and buy up accordingly.
- Reservation lists are monitored and extra copies bought as demand requires.

### **Adult Paperback Fiction**

We have a written specification for new adult paperback fiction which is selected by our book suppliers and monitored by the Resources Manager. As part of this specification we have:

- The top ten bestselling adult fiction paperbacks to be added automatically to Bestseller Collections.
- Neighbourhood Librarians can order limited additional titles of particular interest to their branches electronically via the supplier's website, if funds allow.
- The Resources Manager monitors publicity, promotions lists, award shortlists, reservations etc and will add other titles needed for stock. The specification is reviewed annually by the Resources Manager.

### **Adult Non Fiction**

- The top five bestselling non-fiction hardback titles are added to the main libraries Bestseller Collections and the top 10 bestselling non-fiction paperbacks are added on standing order to all Bestseller Collections.
- Non-fiction titles are selected for Tameside Library stock on a monthly basis three months in advance of publication by the Resources Manager or Assistant Resources Librarian with input from Neighbourhood Librarians. These books form the basis of a Keycopy collection. A list of these titles is produced and circulated to all libraries for Neighbourhood Librarians to check their existing stock and to mark up extra copies if required.
- The Resources Manager monitors reviews, prizewinners and reservations and will order copies as appropriate for Tameside stock.
- Neighbourhood Librarians can do regular replacement orders electronically for non-fiction via the supplier's website.

### **Junior**

- We have a written specification for the supply of new junior and teenage which is selected by our suppliers, and which is reviewed annually.
- Neighbourhood Librarians select other junior titles from the suppliers' website.
- Young people are involved in the selection of some teenage and cross over titles.

### **Self-Published Materials**

We do not routinely purchase privately published / self-published titles. Consideration will, however, be given to titles with a significant local history interest and to titles by established authors whose works have previously been commercially published.

### **Large Print**

For branch stock we have a standing order for selected large print series, and the Assistant Resources Librarian adds other titles and extra copies to this collection each month. The Home Library Service has a separate standing order list and also selects additional titles from suppliers' catalogues. All standing orders are reviewed annually.

All large print titles form part of a circulating collection between libraries in order to offer the maximum choice to our users.

### **Reference Stock**

A standing order for selected reference titles ensures new editions are added automatically. This list is updated annually by Information Services staff. Other reference books are ordered from electronic sources based on lists, reviews and publicity or from the keycopy collection by Information Services staff.

### **Local Studies Material**

We collect books relating to relevant economic and social history topics and to the districts of Greater Manchester, Lancashire, Cheshire and High Peak. Selection is through local contacts, archive retrieval and oral history projects, monitoring the local press, history and family history journals, second hand bookseller's catalogues and relevant websites.

### **Ethnic Minority Material**

Asian language stock is ordered in Gujarati, Urdu and Bangla from specialist suppliers. A specification is drawn up by the Assistant Resources Librarian based on issues of the different genre and subjects, with an additional instruction to only provide bestselling and popular authors, no multi volume works and published within a specified time frame. Members of the communities have input suggestions in the past and their input is welcomed.

Books in Polish are selected using a specification drawn up by the Assistant Resources Librarian, using issue statistics as a guide to popular authors and subjects. Members of the community were involved in the initial selection and their input is welcomed.

### **Gay and Lesbian Material**

Some stock is selected as part of our adult fiction paperback specification and additional titles are selected by looking at the LG bestsellers on Amazon, recommendations from the major gay bookshops that sell online, and by looking at the specialist publisher's websites e.g. Bella Books. We welcome suggestions from the community.

### **Skills for Life material**

To support ESOL (English for speakers of other languages) and literacy entry level students, material is selected from specialist suppliers. The series and publishers chosen have been recommended by literacy tutors working in Tameside and include Gatehouse publications, Axis, and Brown & Brown. Material to support ESOL and literacy entry level 1-2 learners is selected using the Reading Agency's Find a Read website recommendations and includes some specially written series such as Quick Reads and New Island Open Door titles, as well as mainstream titles that have been SMOG(Simple Measure of Gobbledygook) tested for suitability.

### **Talking Books**

We have standing orders for adult unabridged spoken word compact discs for the libraries and the Home Library Service. Additional titles are bought from publisher's publicity material, resources permitting. Standing orders are reviewed annually.

All Spoken word material forms part of a circulating collection in order to maximize the choice for our users.

### **Language Courses**

Language courses are selected from the suppliers' web selection tool at the monthly stock selection meeting. Language collections are in the 6 main libraries although this does not preclude other libraries holding individual titles where a need has been established.



## **DVDs**

DVDs are selected monthly by the Resources Manager for collections at the 5 main libraries. Central and Hyde have the main collections with Droylsden, Denton and Stalybridge circulating stock between each collection. We buy only blockbusters and children's titles.

## **Music Scores**

We will buy a selection of popular music titles and musical instrument tutors as needed. These are listed occasionally on our suppliers' website and will form part of the key copy collection, but we also use specialist suppliers.

## **Periodicals and magazines**

We aim to provide a broad selection of periodicals, with the main collection being housed in the Central Library. Branch collections reflect the perceived and expressed needs of the community, including the socially excluded and those whose first language is not English. When selecting titles we use customer feedback and simple survey methods and consider the balance of the collection. Resources are finite so in judging a title we compare it with other available titles already being stocked. Selection criteria include: price, intended audience and level, coverage, source, and appearance. A selection of popular digital magazines is also provided 24/7 to library members to allow them to read full digital copies of magazines from their computers, smartphones or tablets.

## **EBooks and eAudiobooks**

We offer a free eBooks and eAudiobooks service to Tameside Library members, available 24 hours a day, 7 days a week, designed to be used by library members outside the library. Stock is selected by the Resources Manager, and other specialist staff with input from customers who can recommend titles for purchase. At the present time kindle format ebooks are not available to download for libraries in the UK and therefore cannot be added to stock.

## **Collection Management**

The above outlines the mechanics for the selection of newly published stock. With books in particular, there are activities to do with stock replacement or revision, which fall outside this pattern.

Preparing for stock revision, i.e. identifying gaps in subject coverage or of particular titles is a continuous process and all Neighbourhood Librarians and other library staff contribute, including using customer feedback.

The Library management system (LMS) is used to measure stock performance and helps to identify areas of stock that we need to work on. This will inform the areas for stock replacement and revision, and help us make best use of our resources.

The method chosen to select and order stock to meet a particular stock revision need will depend on the kind of stock involved. Strategies which could be used include:

- Regular orders for specific titles using the supplier's website based on information from the LMS and other sources.
- Use of web based bibliographic databases

The combination of planned work and regular maintenance should ensure that ideally the entire stock of each library is examined at least once a year. We will use the

library management system to produce reports as an aid to stock replacement and to identify heavily used stock, missing items that may need replacing and stock for circulating to other libraries. We also use feedback on our stock from customers completing our comment and suggestion cards or from our adult and children/young people customer satisfaction surveys.

### **Our standards**

- The local standard of three issues in the last 18 month period will be used as the trigger for examining the viability of all stock remaining on the open shelves.

### **Physical standards for stock**

The physical condition of the book stock should ensure that it is fit for purpose

- the jacket should be clean
- the binding should be intact with all pages attached
- pages should be clean — not ripped or brown and should have no defacing marks
- the book should not look old or dated
- Any labels that are attached should be clean and legible.

### **Critical date parameters by subject for non fiction**

The following are our guidelines for the optimum time-span a book should be on a lending library's shelf according to its subject. They are used as triggers for further investigation as new editions may not have been published within the recommended time span and a decision is then made as to the currency of the information. This will have implications for stock editing as well as buying patterns.

#### No more than 3 years

**Careers/educational information** — career information and qualifications change.

**Law/legal texts** — books should ideally be no more than three years old, or the current edition if a new edition has not been published within this period

**Travel/tourism** — books should ideally be no more than three years old if giving actual travel information such as addresses, timetables, prices. Exceptions are narrative travel books, which can have a longer life.

**Technology** — needs to be as current as possible.

There are other areas, such as education, which have seen rapid change and which should also be updated frequently in line with these changes, but with the recognition that students will also be studying the history of education.

#### No more than 5 years

**Business** — the law changes, schemes change, economic conditions change

**Factual books** e.g. "Top 10 of..." "Whitakers/Guinness Book of..." - usually the year of publication is quite clearly marked on the front of these books so the customer knows how old the information is.

**Health:** new therapies and treatment, new diseases. People need to have confidence in the health information they are reading.

**Statistics:** most people are looking for up-to-date statistics, possibly with some retrospective figures. Therefore, should be as up-to-date as possible.

No more than 5 Years but there are exceptions

**Sciences** — should be as up-to-date as possible. However, there are some books, which will have a longer life such as Hawkins, Dawkins, etc.

**Computing** — should be up-to-date but sometimes people have old hardware and software and the library is sometimes the only place to get hold of material covering these areas.

### **Maintenance and editing**

We have set standards for the age, quality and condition of our stock and it is the responsibility of branch staff to ensure that the stock is regularly edited and maintained according to these standards.

As part of their daily routine staff will be aware of physically damaged or dirty material, damaged bindings, duplicates or out of date material and should actively be involved in taking this material off the shelves or intercepting it at the counter. Where damage is minimal and does not affect the overall condition of the book and it is still suitable for loan, then staff should make a note of this.

### **Binding**

The Local Studies and Archives Service regularly bind stock as a means of maintaining and conserving this unique material. We will bind stock where there is a method of conservation of unique items.

### **Stock withdrawal, retention and disposal**

Each library has an optimum stock figure, which is used as a guide for stock size and therefore stock editing. We need to ensure that we input new stock and as importantly dispose of older less used, out of date stock.

An item of stock will be discarded when:

- its physical condition is such that it cannot or should not be circulated

- its use has fallen below the benchmark for that category of stock and it is felt that it is no longer of any use.
- it is out of date.
- textbooks that have been superseded by later editions, which incorporate substantial changes. (Sometimes it is valid to have the previous edition on the shelves if it is known the changes have been minor, but these should not be older than 3 years).
- books in which the facts may be correct but the whole presentation is dated, for example interior decoration, crafts, fashion.
- it is very overdue and is unlikely to be returned.

The majority of the stock that is withdrawn from a branch will be offered for sale to the public for a minimum of three weeks. If its physical condition is such that nobody would buy it then it will go as recycling immediately. Stock that has been offered for sale in the library for at least a minimum of three weeks that has not sold, but is in a re-saleable condition is sent to a third party for onward sale/disposal.

However, there will be some stock that can be transferred to another library or become part of a circulating collection stock or be transferred to the Local Studies and Archives Centre. Other stock will be transferred into the Bookstores providing it meets the criteria.

### **Bookstore criteria**

We maintain both a fiction bookstore, and a non-fiction book store. These are located in the Central Library. Books will not be sent to bookstore if there are other copies circulating. The stores are for last copies only, and the stock is available on request.

### **Fiction:**

**Books in ordinary print** - only last copies of a fiction title that meets any of the criteria listed below should be sent to the store, irrespective of whether the last copy is paperback or hardback.

**Large print** – large print **fiction** titles should be sent to the store if they match the criteria below. In many instances this will not be the last copy of a title, just the last copy in large print format

**The physical condition of the books should be such that we could loan it.**

Fiction books can be sent to the store if:

- The title is considered to be by a good quality author
- The title is one of a series or sequel.
- The title has been very popular but has ceased to issue
- The title is in a reasonable condition for issue, and fits into any of the above criteria.
- A large print title matching any of the above criteria.

Bibliographical Services staff are responsible for the store on a day-to-day basis, i.e. for new additions, editing, shelving, reservations retrieval and statistics. All stock should go to the Resources Manager for a final decision on whether to add it to

fiction bookstore stock.

### **Non Fiction**

Non-fiction books can be sent to the store if they match any of the following criteria, but they should be in a physical condition that would warrant being issued

- Biographies, diaries and memoirs of people **whom we can reasonably expect to remain significant - but even these should not be of a mainly pictorial nature.**
- Poetry, drama, essays and works of literary criticism **but not York Notes or the equivalent.**
- Scholarly works in the arts, humanities, philosophy, religion and social sciences – **but not textbooks, this includes where the book is x edition.**
- Industrial and transport history.
- Workshop manuals.
- Reports by government and other official bodies.
- Books of a Regional or Local nature should be offered to Local Studies, if they do not want them then they should be discarded.
- Music/vocal scores for shows.
- Any book lent via the Regional Library Loan System **in the last 3 years, but which also matches the above criteria**
- Any out-of-print book which is considered to have a long term value and potential for use. If it is in print, we should be considering a replacement copy and the discarding of the older edition.

Bibliographical Services staff are responsible for the store on a day-to-day basis, i.e. for new additions, editing, shelving, reservations retrieval and statistics. All stock should go to the Resources Manager for a final decision on whether to add it to nonfiction bookstore stock.

This document was the subject of an Equalities Impact Assessment in 2009. It was sent out as a consultative document in March 2009 to 6 organisations representing potentially excluded groups. There were no adverse comments from these stakeholders.

- Tameside Racial Equality Council
- Age Concern Tameside MBC
- Tameside Youth Service
- Women's Action Group
- Members of the Gay and Lesbian Readers' Group
- Service User Involvement Officer, Adult Services, Rydal House, Hyde.