



## **Explore York Libraries and Archives Mutual Limited**

### **Stock Policy**

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## Overview

Explore York Libraries and Archives Mutual (Ltd) uses guidance issued by the Chartered Institute of Library and Information Professionals (CILIP), the national body, in deciding what it is appropriate for us to stock. This guidance states

*The function of a library service is to provide, so far as resources allow, all books, periodicals, etc. other than the trivial, in which readers claim legitimate interest. In determining what is a legitimate interest the librarian can safely rely upon one guide only – the law of the land. If the publication of such matter has not incurred penalties under the law it should not be excluded from libraries on any moral, religious or racial grounds alone, to satisfy any sectional interest.*

*The public are entitled to rely upon 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.*

Libraries are a statutory service and Explore has to abide by the Public Libraries & Museums Act 1964, which makes public library services a statutory duty for local authorities.

Local authorities must:

- Provide a comprehensive and efficient library service for all people that would like to use it
- Lend books and other printed material free of charge for those who live, work or study in the area
- Promote the service

## **The Purpose of the Stock Policy**

This stock policy will cover the following:

- How Explore selects books and other items for your library.
- How the stock held and selected by Explore supports what we do.
- How we reflect the needs of communities in our stock
- How Explore circulates items around all of our libraries – all of our stock is dynamic and belongs to the whole service.
- How Explore promotes and maintains these items.
- How Explore decides on which items to keep or which are withdrawn and removed from our shelves.
- How Explore measures its performance in relation to stock.

The aim of the library service is to provide the widest range of materials possible, in the best format available, within the resources available, whilst supporting the latest trends and ensuring you can obtain the latest bestseller. Books are published on a daily basis and space in libraries, along with funds, is limited. This policy will detail how items are selected.

Libraries offer a wealth of information, ideas and inspiration for all. The library service offers much more than a bookshop – there are backlists of the latest popular authors, as well as their most recent titles and can cater for even the most specialist needs. Most importantly, we want to hold the items that local people want to borrow, so our customers will always be able to feed into this process by suggesting to us items they would like to see on the shelves by contacting us online via our website. This policy is not a fixed document – it will change and adapt to reflect changes in the local communities.

## 1. General Principles

Note: Stock refers to all copies of material purchased, in whichever format, including items purchased for our eLibrary.

1.1. Stock is selected to support the key purposes of Explore, so it reflects what we do. Explore aims to:

- Share the joy of reading
- Support information literacy and digital inclusion
- Inspire people of all ages to learn, imagine, create, and share ideas
- Build stronger communities by being a safe, welcoming place where all can belong, enjoy new experiences, and connect to each other and the wider world
- Support individual and community wellbeing
- Be a strong, entrepreneurial, and financially sustainable organisation

1.2. Stock is a dynamic library-wide resource rather than the property of one particular library (excluding Explore Neighbourhoods). The system aims to balance breadth of stock with the need to supply specialist materials. The breadth of materials held encourages new customers and will meet the needs of all sectors of the local community.

1.3. Library staff are responsible for the selection, management and disposal of stock based on the principles laid down in this document.

1.4. Stock management is central to our core business. All staff are trained in managing stock and perform such functions on a day-to-day basis.

1.5. Supplier selection is used for printed stock to maximise staff time in the promotion and display of the stock. Stock is purchased in a trans-regional consortium of 36 authorities to achieve the highest possible discounts. The consortia tender is renewed every 5 years, ensuring that we continually get best value and service.

1.6. Supplier selection means that library staff do not directly hand select stock. Criteria are drafted together based on the make-up of our communities, the constant analysis of the performance of the stock and

the size of our libraries and this information is fed to our suppliers to inform the selection of stock we receive in all of our libraries. The staff dealing with these requirements at the suppliers are professionally qualified library staff with an understanding of the needs of a public library service.

1.7. The supplier selection documentation is renewed at least once a year, with analysis of the performance of each area of stock and feedback from customers informing any amendments.

1.8. All types of stock (excluding children's board books) are circulated round our libraries (excluding Explore Neighbourhoods) to ensure as much choice and variety as regularly as possible.

1.9. Stock will support both formal and informal learning across the city and the service will work with York Learning and other learning providers to ensure that learners needs' are supported

1.10. Stock will reflect the varied and diverse make-up of our communities. We will aspire to ensure that stock is made available in a range of different and accessible formats and languages.

1.11. Multiple copies of popular non-fiction and bestselling fiction titles will be purchased.

1.12. Adult fiction and popular non-fiction physical stock is maintained using a greater proportion of paperback items.

1.13. A request service within the city boundaries ensures that everyone has access to all stock. Any book can be requested from any library (except Explore Neighbourhoods and Reading Cafes) and we use your requests to identify any changes we need to make to our supplier selection documentation, and to identify any new emerging trends.

1.14. Core adult non-fiction areas are maintained in all libraries. The popular non-fiction stock types will be found in the community libraries, building up to key academic texts at undergraduate level in Explore York Library and Archive. Details of the stock types you can expect to find in each of our libraries is covered later in the document.

1.15. Explore York Library and Archive will provide specialist resources for the whole community including reference, local history and family history support.

1.16. The library service will purchase items in response to known demands, media and social trends.

1.17. The service will provide stock which is bright, attractive, well-presented and constantly refreshed by purchase and rotation.

1.18. Stock will be selected in various formats in order to ensure all customers have access to the best resources. Other formats include titles available in large print, spoken word and e-books.

1.19. The service will assess new formats as they appear on the market and monitor their appeal and usefulness before considering purchasing them for the library service.

1.20. Donations to stock will also be encouraged but will only be accepted if they meet with the selection criteria set within this policy. Library staff reserve the right to dispose of any unwanted donations through book sales or other means.

1.21. The library service seeks to challenge reading habits by offering a wide variety of fiction titles including new and emerging authors, promote the use of books for recreation, support formal and informal education of customers of all ages and meet the information needs to the local communities.

1.22. We aim to offer 24 hour access to our resources where this is at all possible. We have a wide range of online reference resources that can be accessed at home, as well as a collection of e-books and audiobook downloads which, again, can be accessed remotely.

1.24. The service believes in meeting the needs of all of the communities we serve and we will, wherever possible, provide our stock in a range of formats and appropriate languages.

1.25. All stock is selected against the following criteria:

**Content**

The information contained within will be current and unbiased.

**Value for money**

How expensive is it in relation to other similar items and formats.

**Scope**

How does it compare to other items of a similar nature? Is it part of a series? Are we filling a gap by purchasing this particular item?

**Authority**

Is the publisher a reputable one within that field, or does the editor or author have a high reputation in that area?

**Challenging**

Are we providing something new?

## 2. Library Tiers, stock holdings and stock rotation

2.1. For the purposes of stock selection and the provision of services, Explore organises its libraries in a series of tiers, based on the opening hours of the library, the number of paid staff working at that library and the size of the library building itself. The tiers are as follows:

1. **York Explore Library and Archive** – our Central library operating as a hub for the whole of the City of York providing specialist resources for the whole community including reference, local history and family history support.
2. **Explore Library Learning Centres** – situated at Acomb, Clifton and Tang Hall. These deliver a range of learning classes in partnership with York Learning.
3. **Explore Library Gateways** – are in Bishopthorpe, Copmanthorpe, Dringhouses, Dunnington, Fulford, Haxby, Huntington, Mobile library, Poppleton, Strensall.
4. **Reading Cafes** - Rowntree Park and Hungate Reading Cafes.
5. **Explore Neighbourhoods** – volunteer supported book-lending service delivered in partnership with other organisations situated within community buildings e.g. Community Stadium
6. **E-Library** - The e-library collection comprises e-books, e-audiobooks, magazines & newspapers and online reference resources.

2.2. Each library acts as a gateway to the whole of Explore's stock, in that customers can reserve and collect books from any library across the City. Customers can collect requested items from our reading cafes, but reading café stock is not available to be requested for collection at another library. The physical constraints of existing buildings make it impossible to offer all levels of stock in all libraries.

2.3. Stock is circulated within the appropriate bandings that map to a library's size and opening times. This means that you, the customers, know what stock you can expect to find on the shelves at each library. The rota is applied to the book at the point of purchase. Given the City Centre location and Central Library status, all stock that is bought for York Explore is not circulated.

2.4. The stock profiles for each of the library tiers are as follows:

#### **York Explore Library and Archive**

**Non-fiction** core subject coverage in hardback and paperback up to undergraduate level. Copies of leisure/popular non-fiction will also be purchased solely for York. Non-fiction stock will also be purchased to reflect the formal adult learning classes held in the library.

**Fiction** includes one copy of paperback bestsellers plus a range of first novels, promotional titles and classics.

**Large print and spoken word** collections are maintained by stock rotation (combined in a rota with Explore Library Learning Centres).

**Local and Family History** titles are purchased as part of the regular non-fiction book stock (see above). Additional reference copies of Local and Family History titles are provided at York Explore only, as part of the Archives and Local History service.

#### **Newspapers and Magazines**

Access to a wide selection of newspapers and magazines is available online.

#### **Explore Library Learning Centres**

**Non-fiction** core subjects in hardback and paperback up to A level. Non-fiction stock will also be purchased to reflect the formal adult learning classes held in the libraries. Leisure/popular non-fiction will be maintained by stock rotation.

**Fiction stock** will be maintained via rotation, but will consist of a range of hardback and paperback bestselling titles, plus first novels, promotional collections and classics.

**Large print and spoken word** collections are maintained by stock rotation

#### **Local and Family History**

A selection of titles on the history of York, its surrounding villages and key books relating to the local community of that library (if available) will be held

#### **Newspapers and Magazines**

Access to a wide selection of newspapers and magazines is available online.

### **Explore Library Gateways**

**Core non-fiction** subject areas in paperback only. Hardback non-fiction is from stock rotation only. Leisure/popular non-fiction will be maintained through stock rotation, with an emphasis on this type of non-fiction material.

**Fiction** will be maintained via rotation, but will be predominantly high performing, popular paperback titles.

**Large print and spoken word** collections are maintained by stock rotation

#### **Local and Family History**

A selection of core books on the history of York and titles relating to the history of that particular village (if available) will be held

#### **Newspapers and Magazines**

Access to a wider selection of newspapers and magazines is available online.

### **Reading Cafes**

Bestselling items in all categories only, supported by a range of local history titles. Reading Cafes do not stock large print or spoken word titles.

#### **Newspapers and Magazines**

Includes print copies of 3 broadsheets, 2 tabloids and The Press. A selection of popular magazines will be provided.

## **Explore Neighbourhoods**

The stock held in these libraries is provided by the partner organisation and will be based on the requirements of that partner. As such, stock will not be rotated via a formal mechanism as per the rest of library stock. Stock will be refreshed as per financial capability/funding bids and/or ad hoc stock swaps with Explore Libraries.

## **E-Library**

Explore stocks a range of adult fiction, adult non-fiction, young adult and children's e-books and e-audiobooks, with adult fiction forming the majority of the collection due to demand. The focus is leisure reading, so while non-fiction is stocked, it does not aim to support academic study.

2.5 In addition to the general areas of stock as listed above, the stock profiles of the tiers support the objectives of the organisation as follows:

	Joy of Reading	Support individual and community wellbeing	Inspire people of all ages to learn, imagine, create, and share ideas	Resilient Communities	Information Literacy and Digital Inclusion
<b>York Explore</b>	Full range of adult and children's books in multiple formats	Holds all of the Books on Prescription range of books in multiple copies.	Holds non-fiction titles up to and including undergraduate level. Full range of Quick Reads titles held.	Full range of adult and children's books in multiple formats. Books held in alternative languages.	Full range of adult and children's books in multiple formats
<b>Explore Centres</b>	Full range of adult and children's books in multiple formats	Holds all of the Books on Prescription range of books	Holds non-fiction titles up to and including A level. Full range of Quick Reads titles held	Full range of adult and children's books in multiple formats	Full range of adult and children's books in multiple formats
<b>Explore Gateways</b>	Popular range of adult and children's books in multiple formats	Circulating collections of Books on Prescription branded titles	Holds non-fiction titles up to and including GCSE	Popular range of adult and children's books in multiple formats	Popular range of adult and children's books in multiple formats

<b>Reading Cafes</b>	Popular range of adult and children's books	Holds a range of non-fiction books supporting healthier lifestyles.	Holds a range of non-fiction items to support hobbies and crafts	Popular range of adult and children's books	Popular range of adult and children's books
<b>Explore Neighbourhoods</b>	As defined by the local population/partnership				
<b>E-Library</b>	Popular range of adult and children's books	Holds a range of non-fiction books supporting leisure and healthier lifestyles.	Holds a range of non-fiction items to support leisure	Popular range of adult and children's books	Popular range of adult and children's books

### 3. Stock selection

#### 3.1 Adult Fiction Stock Selection

3.1.1. Adult fiction stock is purchased to appeal to as great a variety of readers as possible. In Explore York Libraries, customers will find new authors as well as multiple copies of titles by their favourite author.

3.1.2 The service will purchase titles that provide stimulation and recreation, broaden customers' reading experiences and encourage reluctant and emergent readers.

3.1.3. The emphasis is on paperback titles. This is to match preference for paperbacks and allow a greater amount of books to be purchased. As a result of this, minimal duplication will be found in hardback titles.

3.1.4. Adult fiction provision will fairly represent demand and book issues and our criteria for selection will be reviewed annually as a

minimum to ensure that this is always the case. The majority of our collections will consist of popular 'genre' fiction of all types e.g. crime, romance. Gateway Libraries will have a greater emphasis on this type of material with broader ranges to be found in our larger libraries. Explore Library Learning Centres will contain fiction titles by first-time authors and those published by smaller, independent publishers.

3.1.5. We support national promotions (e.g. Booker Prize and Women's Prize for Fiction), where a minimum of one copy of short-listed titles are purchased and promoted.

3.1.6. We recognise the value in keeping good quality copies of 'classic' and 'modern classic' authors. These will continue to be replaced, if in print, once existing copies are worn. Contemporary literature also become classics and library staff will identify significant new authors for replacement.

3.1.7. Library staff who define the criteria for selecting stock keep up with the trends in the publishing world and review our criteria for selection annually. This ensures our stock remains continually fresh, current and matches customer demands.

3.1.8. Excluding York Explore, which has its own stock, the majority of physical stock purchased will be circulated between libraries of similar size. This means that we continually refresh the collections at all libraries. This does not apply to Explore Neighbourhoods where the stock serves a specific purpose.

3.1.9. All physical fiction titles are ordered in advance from the supplier ensuring that titles will be available on the library shelves as the titles are being promoted in bookshops. The service aims to have the majority of books in library stock on the date of publication.

3.1.10. Fiction stock will reflect priorities of the service. Explore York Libraries and Archives have a commitment to support readers groups within the York area and as a result purchase multiple copies of 12 recommended titles as reading group titles every year.

3.1.11. Large print fiction titles are purchased using a standing order from the key publishers of large print titles. Due to the specialist nature of large print, these titles will not be purchased in multiple copies.

3.1.12. Spoken word titles are made available on CD, as stand-alone playaways and as e-audiobooks. These are considered to be core stock. All libraries (excluding Reading Cafes and Explore Neighbourhoods) hold a selection of these materials. Audiobooks on CD and playaways are

purchased on standing order. We are monitoring the relative popularity of audiobooks in different formats. Downloadable audiobooks are growing in popularity compared to CDs, so the budget is being allocated accordingly.

### **3.2 Adult Non-Fiction Selection**

3.2.1. The primary aim of non-fiction stock selection is to meet the informal and formal learning needs of the local communities. Non-fiction selection aims to cover the broadest possible subject coverage and potential use by all members of the community.

3.2.2 The selection of Adult Non-Fiction stock is made by our library supplier according to a set of criteria defined by our staff for each tier which takes into account the size of the library and its level of use. A small budget is available for buying items that are requested by customers and are not already in stock.

3.2.3. Our library supplier uses a rating system to which we apply our own criteria to ensure that we have a good coverage of books relating to York and North Yorkshire and multiple copies of popular non-fiction items e.g. cookery titles. We also consider recommendations from staff working in libraries, from members of the public and listings in The Bookseller publication.

3.2.4. The emphasis is on paperback titles. This is to match preference for paperbacks and allow a greater amount of books to be purchased.

3.2.5. Non-fiction items will support both formal and informal learning across the city and the service will work with York Learning and other learning providers to ensure that learners needs' are met

3.2.6. Reading Well Books on Prescription collections will be purchased for some Explore York Libraries according to local circumstances, with different collections being located where there is an identified local demand.

3.2.7. Major non-fiction prizes (e.g. William Hill Sports Award, Baillie Gifford Prize for Non-fiction and the T S Eliot Prize for Poetry) are

supported by Explore York Libraries and Archives, where a minimum of one copy of short-listed titles are purchased and promoted.

3.2.8. All physical non-fiction titles are ordered in advance so that titles will be available on the library shelves as the titles are being promoted in bookshops.

3.2.9. Library staff who define the criteria for selecting stock keep up with the trends in the publishing world and review our criteria for selection annually as a minimum to ensure our stock remains continually fresh, current and matches customer demands.

3.2.10. Large print non-fiction titles are purchased using a standing order from the key publishers of large print titles. All large print titles purchased are circulated to enable maximum coverage.

3.2.11. Spoken word titles are made available on CD, as stand-alone playaways and as e-audiobooks. These are considered to be core stock. All libraries hold a selection of these materials. Audiobooks on CD and playaways are purchased on standing order and all are rotated. We are monitoring the relative popularity of audiobooks in different formats. Downloadable audiobooks are growing in popularity compared to CDs, so the budget is being allocated accordingly.

### **3.3 Children's Stock Selection**

3.3.1. Children's and young people's fiction stock is purchased for 0 – 17 year olds to support reading for pleasure. Children's non-fiction is bought for 0 – 14 year olds for pleasure, personal information and homework. Support study materials for GCSE and A 'Level are purchased and kept in the adult non-fiction section.

3.3.2. Materials are also purchased for the parents, carers and agencies working with 0 – 17 year olds to support these children and young people with their recreation and learning, though we do not provide a loan service to schools or school libraries.

3.3.3. Stock for children is purchased via a number of formats including e-books, e-audio, board books, picture books, books for those learning to read by quality authors, longer fiction chapter books, large print titles, story books on CD, and fiction titles aimed specifically at teenagers.

3.3.4. The emphasis is on paperback titles. This is to match preference for paperbacks and allow a greater amount of books to be purchased.

3.3.5. Children's fiction stock covers a wide range of items. We encourage readers to try new titles and discover new reading experiences. As a result we stock first time authors as well as bestsellers. We do not buy school reading schemes but purchase good quality books by quality authors to support children when they are learning to read. We also buy books that are suitable for children with dyslexia and large print books, e-audio and CDs to help children who find regular print hard to access.

3.3.6. Children's non-fiction titles are bought to support homework as well as personal interest and leisure reading. We do not buy books intended for use in school. Children are also able to borrow adult non-fiction to support their reading and learning.

3.3.7. We have a range of children's picture books available in dual language. Languages are purchased using local ethnicity figures but due to the changing nature of the local population we welcome requests for languages we do not have in stock. However the range of materials printed in this format is limited.

3.3.8. The Carnegie and Greenaway Book Prizes are supported by Explore York Libraries and Archives, where a minimum of one copy of short-listed titles are purchased and promoted. We will also buy copies of other prize winners.

### **3.4 Reference Stock**

3.4.1. Information & Reference collections are designed to complement our lending services by making information available and accessible at all times both during the opening hours of each library and 24 hour access via the use of online resources whilst at home.

3.4.2. York Explore holds the main collection of printed reference materials. The print reference collections in other libraries are smaller and intended to answer quick reference enquiries only.

3.4.3. All libraries will hold printed reference copies of a dictionary and a thesaurus. All other access to reference resources will be available

online, including, but not limited to, access to digital newspapers, magazines and genealogical resources.

3.4.4. Online resources are investigated constantly as a viable alternative to printed resources as this improves access to information for the customer. Online reference resources cover genealogy, historical newspapers, general reference and dictionaries. Contracts are reviewed at least annually by the Stock team.

3.4.5. Where possible, online reference resources are procured across a number of library services to keep costs to a minimum, particularly via the JISC Society of Chief Librarians (SCL) Digital Library Framework. The Electronic Resource sub-group of the Yorkshire Book Consortium may also be used to secure regional consortia discounts where relevant. Currently, Explore offers Access to Research which is provided free of charge as part of a collaboration between the Publishers Licensing Society and SCL.

3.4.6. Any printed reference materials purchased are selected via standing order using the criteria that they are the recognized standard reference works, they are primarily intended for consultation and for answering enquiries, they are constantly in demand, or answers enquiries which occur regularly and they cover a subject area in which published material is relatively scarce.

### **3.5 Selection of Local and Family History Material.**

3.5.1. Local and Family History material is purchased to support those interested in researching the history of the City of York and its surrounding area, and tracing their genealogy in the York area and beyond

3.5.2. The main collection of local history materials is at York Explore, where reference items can be found for the whole of the City of York. Smaller local history lending collections are held at all libraries, with the focus being on general York history titles and titles containing information specific to that local community.

3.5.3. Local History stock shall be acquired using the following criteria:-

- Records and publications relating to the educational, social, cultural or political aspects of the area governed by City of York Council
- Records and publications relating to the influence of York in the wider County of Yorkshire and the historic Ridings of Yorkshire
- Records and publications of organisations or individuals which reflect the economic, cultural, social or political development of York

3.5.4. Access to many Local and Family History resources will be made available online. We are committed to extending the collections made available digitally via the Explore York Images website and through Find My Past, and to further develop technological means to increase access to more collections.

3.5.5. Items of stock are purchased by the Archives team. They are selected from our suppliers and lists of local publications. Items are also added to stock via donation and deposit.

3.5.6. Items will be purchased in a number of formats included printed material, maps, and periodicals. Local History items will only be purchased for reference stock if deemed to be of permanent historical value. Family History items will be replaced as and when new editions are released. Effort will be made to avoid excessive duplication of holdings, except where multiple copies aid wider public access.

### **3.6 E-Library Stock Selection**

3.6.1. E-library stock will be available to residents and non-residents, and where possible, usable by multiple customers concurrently. We aim to choose platforms which are easy to use, and which integrate well into our collection as a whole, as well as those which offer the best content according to the standard stock selection criteria in section 3.0. The e-services marketplace is young, and Explore usually has to compromise on one or more of these points in procuring e-library products.

3.6.2. E-books and e-audiobooks are currently available from one platform, Overdrive, which offers titles from multiple publishers. Titles are selected manually by the Reader Development and Children's Librarians. Explore prioritises those which we can lend indefinitely above those which expire after a given time period or number of loans, to ensure that the collection will grow over time.

3.6.3. Manual selection ensures that titles in American English are avoided, particularly for children's stock. It also allows us to select unabridged versions of titles rather than abridged and to avoid books which are very short in length.

3.6.4. E-library selections are made weekly for adult titles and monthly for children's titles to ensure that the collection is refreshed regularly.

Value for money is a major factor in e-book and e-audiobook selection because prices are extremely varied, and can be prohibitively high.

### **3.7 Toy Library Selection**

3.7.1. The Toy Library holds a wide range of toys and story sacks. Many are specially recommended for children with disabilities, but loans are open to all, both as individuals and groups.

3.7.2. We select based on feedback from customers and partner organisations and are open to suggestions, which are then addressed when funding is available. When deciding we take into consideration gaps and the needs of our users.

3.7.3. The Toy Library has a small central funding pot, which is supplemented by grants applied for by the Children and Young People's Librarian.

#### **4. Requests reservations and comments**

4.1. We welcome suggestions for stock and feedback on the stock policy. Customers can do this via staff in libraries or online via [website](#). This information will be used, wherever possible, to inform the selection process.

4.2. Each library acts as a gateway to the whole of Explore's stock, in that customers can reserve and collect books from any library across the City. Customers can collect requested items from our reading cafes, but reading café stock is not available to be requested for collection at another library.

4.3. Requests for any books either in stock by Explore York Libraries and Archives, or items not held in our stock, may be made at any library within City of York boundaries.

4.4 Requests for items not in stock will be considered for purchase if they are in print. If they meet the criteria as listed in this document, they will be purchased for stock. Otherwise, customers will be given the option of borrowing the item from another library outside the City of York.

4.5. The decision not to purchase a requested item for stock may be influenced by any of the following factors; unsuitable format (e.g. loose-leaf binding), budgetary constraints, poor content or presentation, dated information or low demand.

4.6. Customers' reservations are monitored. If the title still meets our selection criteria, we will aim to purchase extra copies if more than 6 reservations are received for an individual item in hard copy and 15 for the e library (a higher number for the e-library given the fact that e-library stock can satisfy the same number of requests more quickly).

4.7. We have an ambition to supply:

50% of all reservations within 7 days of the reservation being placed

70% of all reservations within 15 days of the reservation being placed

85% of all reservations within 30 days of the reservation being placed

## **5. Promoting Reading**

5.1. We support the joy of reading by promoting the wide range of fiction and non-fiction available in our libraries in all formats.

5.2. All of our libraries will be welcoming, safe and create a reader-friendly atmosphere. Arrangement of stock will be clearly set out for all customers and all shelf guiding will be accurate and to a set standard.

5.3. All library staff will actively promote our stock and the joy of reading. This will include creating appealing displays, talking to customers about books and reading, helping customers to find books by new authors and encouraging them to try different genres and subject areas.

5.4. A programme of promotions, events and activities relating to books and reading is coordinated by the Reader Development Librarian and the Children and Young People's Librarian and delivered by library staff.

5.5. We support adult readers groups across York by holding a minimum of 200 sets of books exclusively for readers groups. Twelve new sets of paperback titles will be purchased annually to keep the collection fresh and relevant. Reading groups will have input into this selection process.

5.6. The online catalogue website is designed to promote reading, and has features such as booklists, reviews, and user tags to make it easy for customers to browse for their next read.

## **6. Measuring Stock Performance**

Measuring the performance of our stock is an integral part of the stock policy. Using the Library Management Software (LMS) we monitor the current performance of all our stock and produce statistical information to enable us to increase its future performance. Performance measurement helps library staff to prioritise spending on stock and to identify areas where resources are needed. It also informs the information we give to our suppliers to ensure that we are continually buying the stock that you want to borrow. It also enables us to compare the performance of our service with other similar library services.

6.1. Statistical information. Below is a list of criteria Explore York Libraries and Archives use when assessing stock performance:

Issues of books

Issue figures are expressed 'per 1000 population' in order to make comparisons with other library services.

These will be monitored on a monthly basis using the Library Management Software.

Stock turnover

This refers to the number of issues divided by the number of items in stock, and is a measurement of how hard the stock is working.

This will be monitored at least once a year.

Items added to stock

These figures are expressed 'per 1000 population' in order to make comparisons with other library services.

This will be monitored monthly.

Cost per use of online reference resources

Applying to all e-library stock, the full cost of the solution including support, hosting and titles, should amount to less than £1 per use.

6.2. Data from our LMS is also used to identify stock that is not issuing well, is out of date or has been borrowed many times and is potentially in bad condition.

## **7. Stock Maintenance**

7.1. First impressions are vital – the physical presentation of the stock makes a statement about the quality of service offered. Out of date information could mislead customers and can be dangerous and the physical condition of stock deteriorates over time. The removal of unused, worn out and out of date stock makes it easier for customers to find suitable material.

7.1. All staff have the responsibility of keeping stock well-maintained – tidying shelves to a regular routine, and assessing the condition of stock at the point it is returned.

7.2. A number of criteria are used when we are assessing stock (excluding local history materials). These include the following:

### **Age**

All non-fiction and fiction items are checked for condition and relevance at the point of them getting to 9 years old. The date an item is added to stock is used to assess this, not the date the book published.

### **Poor physical condition**

If the pages are yellowing, binding is damaged, there are loose pages or damaged illustrations, we consider the popularity of the book along with the factors in section 3 to determine whether the item should be replaced or withdrawn.

### **Currency**

Content and publication date is considered when assessing non-fiction items. Items containing out of date information are withdrawn from stock. In addition, the following areas of stock would automatically be withdrawn from stock when they hit a certain age:

Tax	Current year only
Travel Guides	No more than 3 years old
Books relating to health conditions	No more than 3 years old (excluding Reading Well collections)
Law	No more than 3 years old
Computers	No more than 5 years old
Language learning materials	No more than 7 years old

### **Poor performance**

Items that have not been issued to a customer over a certain period of time will be promoted to encourage use. If poor performance continues, they are withdrawn from stock. Fiction stock is removed from the shelves if it has not been borrowed for 9 months and non-fiction at 12 months

7.3. Items in good condition that meet the criteria set within this policy, may be relocated to another library within the same banding. All library staff are also trained to think about stock placement/promotion before

good quality stock is removed. Would a customer borrow it if it were relocated to another section or displayed effectively?

7.4. Items in good condition but no longer required for library stock because of demand are withdrawn from stock and sold to customers or disposed of commercially where appropriate. Staff will not make arrangements to withdraw and sell specific items to members of the public on demand.

7.5. In addition to stock being withdrawn for the positive reasons outlined above, some stock is removed from the catalogue due to being lost or stolen, or in the case of e-books when the licence expires. In these cases processes exist to alert library staff wherever the last copy of a given title is being removed in this way, and a decision is made whether to re-purchase the title based on the factors outlined in section 1 as well as past/current performance.

## **8. Donations**

8.1. We welcome donations of books from members of the public and publishers that fit the criteria laid out within this document on page 8.

8.2. Any stock accepted for donation should be in mint condition, including the binding, papers and illustrations.

8.3. We reserve the right to allocate the donations to the library that best suits the book donated, as detailed in the stock profiles section of this document. We also reserve the right to sell that item if we feel it does not meet our criteria. Any money generated by this process will feed back into the supply of new books.

8.4. We actively seek donations of books where we have a waiting list and increased copies would mean that customers would not have to wait as long. We maintain a wish-list, **Explore York's Most Wanted List** on Amazon, which we update weekly, and can be accessed via the Donate Books page on our website. We accept donations of the books on the list from any source, not exclusively Amazon.

## 9. Contact Information

If you have any queries about the content of this policy, please contact:

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