



*Stock Policy*

**Date:** *19 January 2017*

<b>Policy Information</b>	
<b>Policy Title</b>	<i>Stock Policy</i>
<b>Policy Number:</b>	<i>POL028</i>
<b>Version</b>	<i>Version 3</i>
<b>Policy Sponsor</b>	<i>The Assistant Director with responsibility for Stock and Reader Development</i>
<b>Policy Owner</b>	<i>Stock Manager</i>
<b>Committee and date recommended for approval</b>	<i>Services Committee 19 January 2017</i>
<b>Date approved by the Board</b>	<i>23 February 2017</i>
<b>Equality Screening Status</b>	<p>1. Screened: <i>19 February 2014</i></p> <p>2. Screening Reviewed: <i>15 December 2016 screening reviewed as part of policy review</i></p>
<b>Date Set For Review</b>	<i>January 2020</i>
<b>Related Policies</b>	<p><i>Children and Young People's Service Policy</i></p> <p><i>Heritage Policy</i></p> <p><i>Information and Learning Policy</i></p> <p><i>Reading and Reader Development Policy</i></p> <p><i>Social Media Policy</i></p>

## **Stock Policy**

### **1. Introduction**

- 1.1 Stock is a major determinant of service quality. It underpins all of Libraries NI's customer-facing corporate goals, namely, to support literacy and promote a love of reading, to contribute to social and community wellbeing and to promote economic wellbeing. It supports Libraries NI in promoting literacy, life-long learning, creativity, nurturing a love of reading and developing life skills. It is also at the heart of Libraries NI's statutory duty.
- 1.2 The stock policy outlines how Libraries NI provides access to a wide range of quality resources to meet the needs of the entire community. Promotional activity within Libraries NI is designed to maximise the use of books, newspapers, ebooks and on-line information as widely as possible.
- 1.3 The provision of and access to stock in a wide range of formats will support Libraries NI in promoting lifelong learning and creativity and fostering a better understanding of a shared community. In doing so it will assist in:
  - fostering a more equal society
  - providing the skills for more people to work in better paid jobs
  - promoting healthier and more active lives
  - ensuring we give our children and young people the best start in life
  - developing a shared society that respects diversity
  - supporting an innovative, creative society where people can fulfil their potential
- 1.4 This policy is set in the context of:
  - The Libraries Act (Northern Ireland) 2008
  - Programme for Government 2016 – 2021
  - Delivering Tomorrow's Libraries
  - Changing publishing environment

## **2. Purpose**

- 2.1 The purpose of this policy is to outline how library stock in all formats will be provided to meet the needs of the community in Northern Ireland.

## **3. Policy**

- 3.1 The Libraries NI stock policy comprises the following processes and principles:

### **3.1.1 Stock Procurement**

Library stock will be purchased in a range of formats and these will change and adapt according to need and availability.

- 3.1.2 The following criteria will be used when deciding which stock to purchase:

- accuracy
- currency for factual information stock in all formats
- cost

- demand (anticipated and known)
- ease of use, for electronic and online resources
- existing stock holdings
- format
- presentation and physical qualities
- quality
- suitability for age of audience
- service priorities.

3.1.3 Material that is defined by UK legislation as obscene or blasphemous or which incites religious or political hatred will not be stocked.

3.1.4 Libraries NI will not apply any censorship when selecting stock and may purchase any publication which has not incurred penalties under UK law.

3.1.5 The procurement of stock for the service will be carried out in accordance with the authority's procedures and legislative requirements.

### 3.2 **Requests**

3.2.1 Requested items will be considered for purchase in line with the following criteria:

- sufficient demand exists or is anticipated
- existing criteria for stock selection
- available resources.

3.2.2 Requests for items to be borrowed via Inter Library Loan will be considered taking into account stock currently held by Libraries NI and existing financial resources.

### 3.3 **Management**

3.3.1 Libraries NI will seek to promote and exploit all stock. Stock promotion plans will take into account the format of the material and the intended audience. Promotional plans will support the Programme for Government, Department for Communities and Libraries NI goals and objectives, strategies and policies.

3.3.2 The use of stock will be monitored.

3.3.3 Trends in the use of stock, in publishing and in technology will be monitored, assessed and used in making decisions relating to future stock expenditure and stock promotion.

### 3.4 **Donations**

3.4.1 Donations from the public will be accepted when they meet a service need and on the understanding that all items donated become the property of Libraries NI. Libraries NI will reserve the right to make such stock available at its own discretion and to use, or discard, items as it sees fit.

3.4.2 The decision on whether to add donations to library stock will be based on the criteria for stock selection, the condition of the item(s) and the costs of

processing donations. If added to stock, donated items can be placed in any service point.

### **3.5 Disposal**

3.5.1 Stock will be withdrawn once it is no longer meeting the needs of customers. This may be due to lack of relevance or currency, lack of use or poor physical condition. Stock disposal methods will take into account costs, efficiency and an environmentally-friendly approach to waste management. Libraries NI will normally seek to generate funds from items with residual value.

## **4. Authority**

**Policy Sponsor:** The Assistant Director with responsibility for Stock and Reader Development is the Policy Sponsor.

**Policy Owner:** The Stock Manager is the Policy Owner.

**Policy Contact:** The Assistant Stock Managers are the Policy contacts.

## **5. Related Documents**

### **Policies**

- Children and Young People's Services Policy
- Heritage Policy
- Information and Learning Policy
- Reading and Reader Development Policy

### **Procedures**

- Request procedures
- Stock complaints procedures