

Glasgow Life
Glasgow Libraries Stock Policy

1. Introduction

Glasgow Libraries aims to provide access to the widest range of printed, electronic and audio-visual material to support the information, learning, business, cultural and leisure needs of the city.

The provision and conservation of an appropriate and relevant stock, across all media types, is our core activity. It supports and improves the quality of life and aspirations of people of all ages and at every stage of their life. The Stock Policy document sets out the criteria and guiding principles for the acquisition, maintenance and development of all stock citywide.

2. Aims of the Stock Policy

The Stock Policy ensures the effective use of resources within a Best Value framework and is supported by standards, which are the qualitative and quantitative measures to assess performance.

It is an evolving document, which will develop and adapt in response to the stated needs of the citizens of Glasgow, for example through reader suggestions, customer comments and focus groups. It represents a commitment to the citizens of Glasgow, present and future, and is essentially a statement of entitlement.

It reflects statutory requirements and legislation, national initiatives and Glasgow Life's aims and objectives:

The Mission statement for the Service is: *To enable the people and communities of Glasgow to improve their quality of life through culture, sport and learning.*

This mission supports all of Glasgow Life's strategic objectives:

SO1 - Glasgow citizens will flourish in their personal, family and community life (through regular participation in learning, sport, cultural and creative opportunities).

SO2 - Enhanced skills and learning among (and contribute to the employability of) our citizens.

SO5 - Glasgow Life is a continuously improving, effective and efficient organisation providing high quality services.

SO6 - Glasgow's cultural heritage is protected and shared with its citizens and visitors.

SO7 - Reduced inequalities in Glasgow (relative to Scotland and between Glasgow Citizens).

SO8 - Enhanced health and wellbeing for all those who live and work in Glasgow.

The stock policy takes account of the emphasis that the Government and Scottish Executive is placing on the role public libraries can play in ensuring social justice, equality, supporting citizenship and e-government, tackling adult literacy and numeracy, supporting lifelong learning and stimulating an enjoyment of reading through a continuing reader development programme.

It ensures that stock acquisitions make a positive and sustainable contribution to social renewal, health and wellbeing and the economic regeneration of the city.

It supports CILIP's declaration that "*The function of a library service is to provide, so far as resources allow, all books, periodicals, etc. other than the trivial, in which its readers claim legitimate interest. In determining what is 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, political, religious or racial ground 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."

Therefore, publications which have not incurred any penalties under the law will not be excluded merely because they are controversial but will be evaluated and judged according to the selection criteria framework.

3. Objectives of the Stock Policy

To produce guiding principles for staff to consult when deciding whether to acquire, discard or reject an item.

To ensure that consistent and informed decisions are made about the collections and that a continuity of approach is maintained.

To provide basic reference points by setting standards around which stock management and development is built. This will lead to accountability and customers knowing what to expect from the service.

To provide a tool to maximize the efficient use of resources, ensuring continuous improvement and increased performance in line with statutory requirements and Glasgow Life's Performance Management Framework.

4. Selection Standards

Stock standards provide accountability to library customers, value for money and an entitlement to know what can be expected from the service. These standards define priorities and limits appropriate to each collection.

The main criteria for selection are:

- Content, purpose and scope
- Anticipated demand
- Quality
- Authority of the work and reputation of the publisher

- Format
- Currency
- Price
- Adding value to existing collections
- Addressing gaps in collections
- Breadth and depth of existing subject coverage

Selection will take account of the requirement to balance the needs of maintaining a city-wide collection, with provision of stock relevant and appropriate to the local needs of each library and the community it serves. Relevant stock will be identified through diverse methods including Community Profiles and customer engagement processes.

4.1 Scottish material

Acquisition of Scottish material and material published in Scotland is given priority in the selection process and within the framework of the selection criteria. We aim to acquire in particular:-

- All material published about Glasgow or by Glasgow authors, in all formats
- Material supporting local writing groups and writers
- A comprehensive collection of contemporary Scottish fiction
- Material gained from partnership working with groups such as the Scottish Publishers Association and Caledonia University's Creative Writing Course.

4.2 Children and Young People

Glasgow Libraries regard children and young people as a priority. It is our aim to ensure that every child in the city has library membership and will therefore provide an appropriate range of stock using the following selection criteria:-

- Resources that meet the information and cultural needs of individuals and communities and help support educational attainment.
- Material which introduces children to language and communication skills and reinforces the child's development in pre-school years.
- Popular recreational fiction and non-fiction, which encourages reading for pleasure and enjoyment, thus developing literacy and the child's use and understanding of language.
- Material for children with special needs.
- Material for adults and parents that helps them to assist children to cope with sensitive, emotional or physical situations and issues.
- Resources to support children's formal and informal education, preparing children to become lifelong readers and learners
- Publications which promote positive images and help children reflect their own and others' cultural heritage

- Resources that support the education curriculum and provide material for homework and independent study.
- Resources appropriate for a range of ages and abilities.
- Materials that are specifically produced and presented for children and young people
- Resources that combine factual content with entertainment, which encourage children to associate research with pleasure and gain enjoyment from the learning experience.

4.4 e-Resources

A key objective for Glasgow Libraries is the dissemination of information to the widest possible audience. Online resources will continue to be acquired that can be accessed from the network of libraries and learning centres throughout the city, as well as site specific and home use. These resources range from Web and commercial subscription-based services, to local digitisation projects which are being developed from the unique collections of the Mitchell Library.

Purchase of electronic resources will not be viewed in isolation from traditional collection development strategies, they will include:-

Information and Business

- Full text databases
- e-journals
- abstract and indexing services
- news content
- image collections
- multimedia products
- numerical data

We aim to provide a wide selection of eReading resources to the citizens of Glasgow, 24 hours a day / 365 days of the year. We will choose platforms that where possible have the ability to integrate with our library management system and that provide easily accessible platforms.

eReading

- eBooks
- eAudiobooks
- eMagazines

Accompanying Document: *eLibrary Stock Policy 2019-20*

4.5 Learning

Resources in all formats will be acquired which are integral to the core learning offer for the city and ensure the effectiveness of our learning offer citywide. We want to ensure that citizens are given the opportunity to improve their skills and continue to learn throughout their ages and stages.

Emphasis will be placed on materials that support:-

- Personal development
- Literacy and numeracy
- Educational attainment
- Independent learning
- Informal learning
- Learning of new skills
- Development of basic and existing skills
- Active and informed citizenship
- Study and work skills

4.6 Cultural Diversity

The selection of stock recognises the equal right of access to library services for all citizens, whatever their background, nationality or culture. Material will be provided which will:-

- Reflect the diversity of cultures, faiths and languages of Glasgow in the English language and in a range of languages other than English.
- Develop creative solutions towards meeting the changing needs of the city's diverse communities, responding to identified local needs. In this way, each library collection may differ in quantity and range.
- Acknowledge that the capacity to fulfil these aims may be limited by the market availability in some languages and the need to balance a diversity of opinion and approach in the city's stock.
- Support mainstream monitoring of library and information needs for diverse communities, particularly asylum seekers and refugees, to ensure we meet equality standards.

5. The Mitchell Library

The Mitchell Library is the hub of Glasgow's libraries network, with a thriving community library on site. Through our collection policy we aim to:

- Enable access to resources that reflect the breadth and depth of human knowledge and preserve its historic and important resources for study by future generations.

- Offer outstanding local history, family history and genealogy resources coupled with a research and curatorial role, to advance the knowledge and understanding of Glasgow's important heritage.
- Help businesses to grow and prosper by supporting innovation through the provision of research, patents and advice to entrepreneurs and business,
- Continue to build and curate collections of published, written and digital content, and we make our shared intellectual heritage accessible to everyone.
- Explore literary heritage and to appreciate contemporary writing talent. We aim to inspire young people and learners of all ages by developing our readers through these collections.
- Prioritise the collection of Scottish and Glasgow materials - for research, inspiration and enjoyment as well as for posterity.
- Continue to collect and curate unique and rare content; Musical scores, Scottish Poetry, Scottish Church History, Robert Burns, Scottish Drama, Scottish Regimental History, historic maps, and more than two centuries of newspapers being notable examples.

The Mitchell currently provides a wide range of reference and lending, research, study, archive, records management, electronic and information resources. The collections will be developed to meet the needs of the citizens of Glasgow, students, academics, businesses and tourists. This will be achieved by:-

- Making the general collections available for short and long term loans, using the selection criteria framework to acquire material to sustain and widen the lending collection.
- Building multi-media collections that reflect the breadth and depth of human knowledge to meet the learning and information needs of every citizen.
- Acquiring and developing digital collections that can support information and learning.
- Conserving historic, unique and important collections using the criteria of increasing access and information.
- Adding to our rare and special collections where the material adds value to existing coverage and within budgetary constraints. Where more expensive items of particular interest and relevance appear at auction or antiquarian booksellers' catalogues, then specific additional funding will be sought from other sources, for example Baillies' Fund, National Acquisitions Fund or partnership purchase

6. Reader Development

The Reader Development Programme aims to improve the reading experience for the citizens of Glasgow by introducing them to new authors, through the selection

and promotion of stock. It also brings readers together for book groups and live literature events.

Within the selection criteria framework of the Stock Policy, Reader Development encourages the purchase of a wider range of materials, including contemporary literature, first novels, literature in translation and multicultural writing. Stock is also purchased to support the reading calendar, book groups, author events and themed collections aimed at audience development and growth.

A programme of stock promotions, related to community profiles and aimed at general and targeted groups, has been developed to ensure that stock displays in each library change not less than every 3 months. The programme reflects local and national initiatives, including literary prizes.

7. Donations

Donations to community libraries are not accepted except in exceptional circumstances although the Mitchell accepts donated materials on the understanding that they are subject to the same selection criteria applied to purchased materials and where they enhance or fill a gap in the Mitchell collections. Glasgow Libraries reserves the right to decide on the most suitable location for donated stock selected for retention and to dispose of any materials not required, as appropriate.

Accompanying document: *Glasgow Libraries – Donations to Community Libraries*

8. Withdrawals

Items will be withdrawn from stock when they no longer meet an adequate level of use, or are out-of-date, dirty or damaged. They will either be re-allocated to another library, added to Reserve Stock, discarded or sold as appropriate.

Accompanying document: *Glasgow Libraries – Stock Disposal Process*

9. Performance

Glasgow Libraries aims to make the most effective use of stock according to Best Value principles. Stock management performance will be assessed through a number of measures. These include:-

- Number of items added to stock through purchase, per 1000 population per annum.
- Evidence based stock management system – Collections HQ
- Evaluation of stock rotation.
- The percentage of stock on loan.
- The number of issues per volume for different categories of stock.
- Percentage of material purchased as a result of readers requests.
- User satisfaction levels for range of stock available (Public Library User Survey)
- Average number of issues per borrower.

For further information on Glasgow Libraries' Stock Policy, please contact:

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