

STOCK MANAGEMENT POLICY

South Dublin County Libraries' Stock Policy Committee was established in November 2002 and its terms of reference were to examine any existing stock management elements and to produce a policy document which would set out guidelines and procedures for the management of stock. The committee's remit included the acquisition, management, promotion and disposal of library stock. Library stock is defined as materials, in all formats, acquired by South Dublin County Libraries.

This is the 2009 revised and updated edition of the Stock Policy.

1. Definition

The stock management policy is concerned with the methods, procedures, objectives and guidelines relating to the selection, acquisition, maintenance, exploitation and disposal of library materials.

The policy must ensure that the community has access to a variety of materials in a variety of formats and ensure that materials are available as efficiently and speedily as possible.

2. Objectives

- To promote a unified approach to selection and acquisition of stock
- To foster the promotion and exploitation of library material
- To encourage consistency in regard to selection and disposal
- To ensure effective and efficient use of resources
- To facilitate responsiveness to customer demands and needs
- To provide for systematic staff training

3. Principles of stock selection and management

We aim to provide, as far as is possible, access to books, periodicals and other resources in which readers claim a legitimate interest. Access should not be restricted except by standards enforceable by law.

- Each library will provide stock appropriate to its size, borrower needs and demands. However stock bought for or chosen by any branch is considered a shared resource and exploited through the request system.
- The short loan or flash collection provides multiple copies of newly published popular titles to prevent long waiting lists.
- It is not considered necessary to duplicate the work of Dublin City Council's Music Library by providing a wide range of music scores.

- Support material for distance learning/return to learning courses to be provided in collaboration with other agencies. However, core college and school texts, exam papers and revision booklets cannot be provided due to the limited use that can be made of such material each year and the amount of work involved in preparing it for lending.

4. Responsibility

The day to day selection and management of stock will be carried out by library staff under these guidelines and under the auspices of the Senior Executive Librarian with responsibility for acquisitions

5. Evaluation of collections

Collections should be evaluated every 3-5 years under such headings as currency, quality, subject coverage, issues, strengths and weaknesses of collection.

6. Core collections

Core collections should consist of

- Book material – adult, young adult, children’s fiction and non-fiction
- Non-book material – CDs, DVDs, software, games, maps
- Specialist material – large print books, audio books, literacy materials, foreign language material
- Periodicals – selected to encompass wide subject coverage and reflect borrower interests.
- Reference materials – to include online resources, CDROM databases alongside relevant books.
- Local studies – South Dublin Libraries has a separate Local Studies Policy
- Irish language material: The library purchases Irish language titles of general interest and in a variety of formats. Emphasis will be placed on resources to assist learners of Irish at all levels, both in the form of courses and general reading material.

7. Stock acquisition

Criteria used when selecting stock

- Value for money
- Content – accurate, current and unbiased information; with a bibliography/index where appropriate
- Scope of work – comparison with other material available, topical interest
- Authority – established author
- Format and presentation – appropriate size, durable, legible
- Stock reflecting client base

For children

- Accessible language
- Relevant format
- Engaging and stimulating

- Illustrations appropriate to the text
- Appropriate for age group
- Sensitive treatment of controversial topics

8. Stock acquisition – methods of selection

- Centralised ordering using journals, publishers' catalogues and booksellers' promotions
- Suggestions for purchase from branches – all requested titles can be purchased if available and if they meet the criteria for selection
- Standing orders with booksellers
- Stock buys are used for particular categories of stock such as CDs and for filling gaps in a branch's collection. They can be of limited use as they depend on a good stock being available from the supplier on a particular day.
- Online stock selection is being used with a limited number of suppliers and provides an opportunity to select the latest titles and at the same time check the library catalogue to ensure ordering is not duplicated

9. What not to buy

- Text books
- Specialist computer programming books
- Books with stickers
- Diaries
- Books intended for a single user e.g. workbooks
- Gift books
- Books with loose leaf or ring binding unless nothing else available on the subject
- Books with additional objects e.g. tarot cards, rune stones
- Very inexpensive books with little intrinsic value. Remember there is an added cost of putting each item into stock
- Music CD's with parental guidance advice stickers.

10. E-book and audio books – Download Zone

The Download Zone on the library website (www.southdublinlibraries.ie) provides access to downloadable audio books and ebooks 24/7 with a valid South Dublin library card and PIN. Items can be loaded or transferred to iPods, MP3s, PDAs, PCs, laptops and Ereaders. Items do not incur fines as return is automatic. Items are purchased on a regular and frequent basis to ensure new and current stock. We will endeavour to make items locally published available on the site. Some of these items can currently be borrowed from our Local Studies section on the Download zone.

11. Donations

Donations are accepted if they are of local interest or have a rarity value. They are accepted on the understanding that they become the property of the library service. Donated items will be sent to an appropriate branch/collection and may be disposed of in the same way as other library materials

12. Request system

All items held by South Dublin Libraries, with the exception of reference material and the short loan (flash) collection may be reserved in the library or online. Items not available in South Dublin will, in the first instance, be requested from borrowbooks.ie. Non fiction that is not available or out of print can be requested from the British Library through the ILL department. Out of print fiction may be available through the Irish Joint Fiction Reserve Scheme (IJFRS). These schemes are outlined in the appendix.

13. Promotion of library materials

This is achieved by the following methods

- Good signage
- Attractive book displays
- Promoting different sections and categories of stock
- Bright, clean and well-presented stock – less is more
- Attractively fitted buildings
- Shelf guides – i.e. genre guides – to aid selection for the reader
- Promotional events – author visits, booklists
- Support reading groups

14. Stock rotation

This is of limited use in a physically small area such as South Dublin County. It is mainly used for material with a small but consistent demand such as westerns, Mills and Boon romances and minority genres. There is a stock rotation facility available on Galaxy.

15. Maintenance of stock

Stock should be maintained in good condition as far as possible. Items should be recovered and new labels attached as appropriate. Shabby worn material should be removed from circulation and replacement copies requested where necessary and available. Sellotape should not be used to repair books. If an item is in poor condition but has added value due to rarity it can be professionally re-bound. Discs can be repaired on a machine located at Library Headquarters. It can remove surface damage by polishing the disc and is suitable for all discs: DVDs, CDs and audio books.

16. Stock security

Staff should make every effort to guard against stock leakage through theft and non-return of items. RFID (radio frequency security system) is in place in the County Library; all branches are equipped with CCTV to help guard against stock loss. High risk material such as console games and DVDs should be shelved within sight of the control desk and rare and valuable items may be secured by closed access.

17. Disposal of stock

Stock can be worn out for the following reasons: poor condition, duplication, newer edition, lack of demand. Stock for wearing out should be selected by an experienced member of staff to avoid disposal of potentially valuable stock. All items withdrawn from stock should have the record amended on Galaxy. Replacements should be requested for items withdrawn due to poor condition if the items are still in demand. Withdrawn stock can be offered to local schools, hospitals, day centres or other where appropriate. Stock in poor condition is sent for pulping.

18. Central store

Space is very limited in the central store. It is to be used for last copies where the title is of some intrinsic value, Irish materials, classics and series of books. It also contains our stock of the Irish Joint Fiction Reserve Scheme.

APPENDIX I

Inter-library loans:

A title that is not in stock may be suggested for purchase if it is recent and of general interest. Other titles may be requested through:

1. **borrowbooks.ie**
2. **The British Library**
3. **IJFRS**

1. **borrowbooks.ie**

www.borrowbooks.ie gives access to Irish public libraries' online catalogues. Books and non-book material, not available in South Dublin, may be requested. Avoid frivolous requests – i.e. junior picture books, titles from reading schemes, etc. unless the customer has a genuine need for them. Library members can access borrowbooks and request items online, using their library cards.

Stock held by Fingal, Dun Laoghaire Rathdown and Dublin City may be requested by phoning the relevant branch (try to avoid their busiest times). Other requests go through the borrowbooks website.

Stock from Dublin authorities can be added to Galaxy, but must be deleted on return. Stock from other authorities will arrive through the ILL department with an item number attached.

Do not renew items from borrowbooks without checking with the ILL department. Participating local authorities do not charge each other for this service.

2. **The British Library**

Out of print non-fiction that is not available through borrowbooks.ie may be requested from the British Library through the ILL department. The British Library can also source articles, theses and musical scores. Provide as much information as possible about the required publication to the ILL department.

Ensure that the borrower is definite about wanting the title; an alternative title may satisfy the request.

When issuing the item, inform the borrower of the cost of lost/damaged items.

Do not renew a British Library loan without checking with the ILL department. Inform the ILL department when the item is posted back.

Sample charges for this service:

Standard dispatch for 1 item	- €17.50
Renewal of loan	- €5.00
Lost item	- €184

APPENDIX II

Purchase Requests

Requests for the purchase of stock items can originate from borrowers or library staff. Please refer to the section titled “Stock Selection” when evaluating whether an item is suitable for purchase, as the same criteria apply.

When submitting items for purchase, please ensure that you have FULL and CORRECT details – check reputable sources such as Galaxy, publishers’ catalogues/websites, and on-line catalogues.

Essential details include:

- ISBN
- Title
- Author/Editor
- Publisher
- Date of Publication
- Source where item details were consulted
- Branch

Submitting a Request:

Items can be requested by card or via an on-line service.

- By Card

Fill out a purchase request card with all the relevant details, ensuring that they are legible. Put in an envelope and send to the Senior Librarian responsible for acquisitions.

- On-Line

Where possible use the on-line services offered by providers such as Rondo. This streamlines the ordering process by enabling items to be ordered on the spot at the local branch, thus preventing duplication of work.

Follow the instructions for placing items in the “shopping basket”. Orders should be authorised by a designated staff member and submitted regularly.

- Requests for DVDs

Please check the following websites before submitting a request for a DVD title

www.rondo.co.uk

www.moviemail-online.co.uk

www.librarymultimedia.com

Rondo and Library Multimedia need user name and password, each branch has a user name and password for Rondo.
If the item is not on any of these sites then it must be treated as unavailable.

- Requests for console games

Please do not take borrower requests for console games as we do not have a searchable website for these.

Please bear in mind that there is no credit card available to the Acquisitions Department, and because of this items on Amazon cannot be purchased from Amazon.