

Library Hubs Stock Acquisition and Management



I. PURPOSE

This policy outlines the basis on which library resources for East Ayrshire Leisure Trust Library Service are:

- acquired
- selected
- managed

This policy supports East Ayrshire Leisure Trust Library Service in:

- ensuring access to reading, learning, and cultural opportunities for all
- promoting reading, literacy and learning, and the love of books
- promoting digital inclusion by providing access to digital services including digital books and access to digital suites
- promoting economic wellbeing by providing free access to resources
- providing local opportunities for culture and creativity to flourish within East Ayrshire's communities
- ensuring provision of excellent public services by offering access to a range of accurate, balanced, and current information in all appropriate formats.

Throughout this policy, the term 'stock' is used to refer to books, newspapers, magazines and other electronic resources.

2. Core Principles

East Ayrshire Leisure Trust Library Service aims to:

- provide a sufficient range of stock in order to meet learning, leisure, culture and wellbeing needs in a variety of formats (print, large print, audio, electronic)
- deliver free access to materials and to keep stock-related costs (e.g. fines for lost books) to users as low as possible, within wider East Ayrshire Leisure policy.
- meet the library-related needs of the community including people with protected characteristics as specified in the Equalities Act 2010.

2.1 Stock Acquisition

East Ayrshire Leisure Trust Library Service positively welcomes suggestions for items of stock from both individuals and groups within our local communities.

This forms part of our commitment to public involvement in service development.

East Ayrshire Leisure Trust Library Service aims to ensure that the stock provided across the branch network covers a range of interests including learning, leisure, culture and wellbeing in line with local and national priorities.

Stock is purchased from PECOS approved suppliers.

2.1.1 Self-published material

Due to the lack of editorial and legal scrutiny involved in the production of self-published materials, East Ayrshire Leisure Trust Library Service will only purchase and stock this type of resource on very rare occasions.

2.1.2 Donations

East Ayrshire Leisure Trust Library Service may accept donations of stock on the understanding that they are subject to the same selection criteria as applies to the purchase of stock.

We therefore reserve the right to decide on the most suitable location for donated stock, which has been selected for retention and to dispose of materials not required. The process we adopt when disposing of materials includes;

Stage 1 – Offer the item to an alternative library.

Stage 2 – Screen to check if acceptable for purchase by BetterWorld books

Stage 3 – Include it within a book sale

Stage 4 – Pulp the book

2.2 **Stock Selection**

Knowledgeable and experienced staff manage the stock selection process and use evidence-based approaches to inform their work.

Items from the criteria listed below will generally –but not exclusively- be used to inform the process:

- Popularity of author and subject
- Quality
- Cost
- Format
- Local and national interest
- Requests from readers
- Media coverage
- Statistical evidence
- Professional knowledge and expertise
- Languages spoken and read in East Ayrshire
- National and local literacy initiatives which improve literacy and numeracy

East Ayrshire Leisure Trust Library Service makes all reasonable attempts to achieve diversity of stock and will work in partnership with local and national agencies to represent the stock needs of the community in line with local and national priorities.

2.2.1 Censorship

East Ayrshire Library Service has adopted the Chartered Institute of Library and Information Professionals (CILIP) policy on intellectual freedom and censorship.

This states that, “the function of a library or information service is to provide, as far as resources allow, all publicly available information in which its users claim legitimate interest”.

The guidance is available at: <http://www.cilip.org.uk/advocacy-campaigns-awards/advocacy-campaigns/international/statement-intellectual-freedom-access-information-censorship>

3 **Stock Management**

East Ayrshire Leisure Trust Library Service uses a range of strategies to ensure that stock is accessible to customers.

Stock is managed as an East Ayrshire-wide resource, meaning that any item in stock at any branch library is accessible to all customers through free reservations.

East Ayrshire Leisure Trust Library Service ensures that stock is circulated around our libraries to improve the range of titles available in each library and to improve the cost effectiveness of each purchase.

Stock is routinely checked against agreed guidelines to ensure that it is current, in good condition and being used by library members.

East Ayrshire Leisure Trust Library Service actively encourages readers to request items not currently in stock and gives all requests due consideration.

East Ayrshire Leisure Trust Library Service will dispose of stock that is no longer required as responsibly as possible in accordance with our stock disposal guidelines.

Record of Change

Date Reviewed
April 2025