

Kingston Libraries: STOCK POLICY

Mission statement

Unbiased access to information, knowledge and works of creative imagination.

The Stock Policy aims to:

- Develop services by community consultation and interaction with users, agencies and other organisations.
- Meet the requirements of the Policy Framework for the Library Service, including compliance with the Public Library Standards on stock and information provision.
- Provide material to meet the needs and requests of: the general user, the neighbourhood and borough community profile.
- Providing access to knowledge and information for all, regardless of age, race, gender, disability, income, sexuality, religion, nationality, language or social and employment status.

Censorship

Kingston Libraries provide uncensored access to books and materials unless they have incurred penalties under the law. We will not exclude stock on any moral, political, religious, ideological or racial grounds or to satisfy any sectional interest.

Range of stock provided

ADULT SERVICES

- The level is up to and including first year undergraduate. Due to the cost and likely low usage, borrowers are encouraged to obtain material at a higher educational level from other sources (either their university/college library or by purchase) Researchers may use the inter-lending service.
- Textbooks are not generally considered for stock unless their content is of a general nature and likely to be of use for other than course work. Items suitable for personal use ie birthday books, may not be suitable for stock.

- Promotional material is not considered for stock ie advertising commercial concerns, political or religious faction

CHILDREN'S SERVICES

- The aim is to provide material to meet the needs of children between the ages 0-14 years. Books and other materials will be purchased to support and develop the child's personal interest, reading skills and support homework needs.
- The content of all children's materials needs to be of a high quality and appropriate for the age range. Items, which show, in a positive way, children of disability, diverse multicultural groups and non-stereotypical gender relations are to be preferred.

Method of stock selection

Selection is carried out by professionally qualified staff, including taking into account:

- Local community needs, including customer requests and comments
- Input from community groups and organisations and front line staff
- Statistical information on usage

to form an Annual Stock Review and Purchasing Plan, which:-

- Describes the range of stock to be purchased in the following year;
- Reviews the performance of current and new suppliers including adherence to RBK audit and purchasing regulations, cost effectiveness and reliability;
- Considers the suitability of partnership purchasing schemes with other authorities and organizations.

The Annual Plan is submitted to the Library Management Team for approval and ratification.

Stock selection and purchase

Selection and purchase is made on a regular basis including via:

- Supplier lists and standing orders;
- Using on line sources;
- Visits by suppliers;
- Visits to suppliers for bulk purchases;
- Membership of co-operative schemes e.g. CILLA for specialist materials;
- Book selection meetings where books on approval are considered.

Format of stock

The format needs to be suitable for library use and items may be rejected for stock that are in a loose-leaf, spiral bound or pamphlet format.

Reviewed 29.11.04