

**2022**

# **Collection Development & Stock Management Policy**

Colin Heslin

**Wicklow County Council**

**Library Service**

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## **Mission Statement**

Through collaboration, partnership and engagement, we will be to the forefront of a first class public service that meets the ever changing needs of our diverse community.

## Contents

Mission Statement .....	1
Introduction .....	3
Objectives .....	3
Collections.....	3
Electronic Resources .....	4
Stock Selection .....	5
Stock selection criteria .....	5
Electronic resources selection criteria .....	5
Donations.....	6
Stock Management .....	6
Promotion & Marketing.....	6
Weeding .....	7
Disposal .....	7
Conclusion.....	7

## Introduction

The Collection Development & Stock Management Policy sets out guidelines, procedures and objectives for the selection, acquisition, evaluation, management, promotion and disposal of library stock. It provides the framework for all decisions and processes related to stock procurement and management. Library stock is defined as materials, in all formats, acquired by Wicklow County Council Library Service including books, periodicals, audio-visual materials, electronic resources and online information. Wicklow County Council Library Service aims to provide a comprehensive selection of stock within budget.

## Objectives

- To ensure access to a wide ranging collection of fiction and non-fiction stock in a variety of formats to meet the needs and interests of those that live, work and visit County Wicklow.
- To create a set of guidelines and parameters which will assist Wicklow County Libraries to maintain a relevant and evolving collection
- To promote a unified approach to the selection, acquisition, promotion and disposal of stock. To facilitate responsiveness to customer needs and interests.
- To foster a love of reading and to support lifelong learning.
- To ensure the effective and efficient use of resources.
- To ensure the collection is evaluated regularly with particular reference to currency, quality, subject coverage, strengths and weaknesses of the collection.

## Collections

- Book material – adult, young adult and children’s fiction and non-fiction.
- Non-book material - DVDs, audio & video content via podcast and our YouTube channel
- Specialist material – large print books, audio books, literacy materials, foreign language material.
- Electronic resources – ebooks, eaudiobooks, enewspapers and emagazines, training courses, language learning, classical music programming
- Print newspapers (national and local) & periodicals– selected to cover a wide range of subjects and to reflect customer interests.
- Reference materials – to include research resources, company & business information.

- Local studies – The Local Studies Collection is housed in Wicklow Town Library. It contains material pertaining to the history of Wicklow. (Please see our Local Studies: Collection Development Policy 2021-2026 for further information). Smaller collections are available in our branch libraries.
- 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.
- A selection of educational toys, intended for use by pre-schoolers and young children, and also a selection of sensory toys.

### Electronic Resources

Wicklow County Libraries currently subscribes to a variety of online resources and reference materials either independently or as part of a national consortium. These resources can be accessed remotely via links on our website <https://www.wicklow.ie/Living/Services/Libraries> or in our Branch Libraries, via public access PCs. These complement and supplement the physical stock available across the branch network and provide learning opportunities, support material and resources at a time convenient to our customer.

Current subscriptions include:

- BorrowBox – e-audio books and e-books
- Libby - emagazines
- Press Reader – enewspapers and emagazines
- Transparent language online – Language learning
- TTRS - a multi-sensory course that teaches touch-typing to help children and adults improve their reading and spelling skills
- LEXIA – helps learners read, write and speak with confidence
- FindMyPast – Geneology tool available for use in branch libraries
- Vision-Net – Company, business and director information in Ireland, Northern Ireland & the U.K.
- Medici.tv – Classical music programming resource
- Encyclopedia Britannica

## Stock Selection

We aim to provide access to a varied and comprehensive collection of books, periodicals and other resources to meet the cultural, recreational and information needs of our customers. Choice and diversity are key issues. Acquisitions are evenly paced throughout the year to ensure continuous supply of new material. Space limitations and budgetary constraints will be taken into account when selecting stock for purchase. We are legally obliged to purchase materials from suppliers who have won national tendering contracts. Professional staff purchase with a strong input from branch colleagues. Selections are made and orders placed after consultation with trade publications such as the Bookseller, publishers' catalogues, and print reviews.

### Stock selection criteria

- Accurate, current content across a broad range of subjects
- Reputation, skill and knowledge of the author/editor
- Format and presentation – appropriate size, durable binding, legible.
- Irish or Ireland - related
- Local material – written by local author or the subject matter relates to Wicklow County.
- Demand/stock gap
- Representation of varied points of view
- Value for money.
- Present and potential community interest: bestsellers, recommended reads and bookclub choices.
- Updating and replacing older material
- Titles available at all reading levels

### Electronic resources selection criteria

- Value for money.
- Technical requirements needed to provide access to the information
- Available remotely and to multiple, concurrent users.
- Complement our existing physical collection or range of library activities.
- Easy to use.

- Training for staff & good technical support once implemented
- Broad appeal.

All our resources are reviewed periodically for usage and type of material covered. Updates will be provided, where possible, as they become available.

## **Donations**

Donations in good condition 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. The library service reserves the right to decline material.

## **Stock Management**

Wicklow County Council allocates a budget annually to the Library Service for the purchase of stock in a variety of formats. Allocation is dependent on the overall economic environment and the financial situation of the council. We manage, review and revise our stock regularly within this budget and the space in our library buildings.

## **Staff Training**

All library staff are involved in stock management and maintenance, from those directly selecting and purchasing the stock, to those serving customers in branch libraries. Training related to display, reader development and stock management assist in the development of staff in managing stock.

## **Promotion & Marketing**

Stock promotion is key to encourage use of our collections, this is achieved by:

- Staff recommendations
- Attractive displays of stock
- Social Media posts
- Clean, well-presented stock.
- Attractively fitted buildings.
- Signage & shelf guides – i.e. genre guides – to aid selection for the reader.
- Promotional events both local and national – author visits, storytime, booklists.

- Supporting book clubs and other interest groups that use the library as a meeting space.

## **Weeding**

Stock is reviewed regularly to ensure that it is in good physical condition and that it continues to be relevant to our collection. The withdrawal of outdated items helps to free up space for new titles. Replacement copies are purchased for items withdrawn due to poor condition if the items are still in demand. Some stock, particularly of Irish/Local interest is withdrawn from open shelving, but kept in storage where possible. Material held in storage is in turn reassessed from time to time for possible disposal. Stock in poor condition is sent for disposal.

## **Disposal**

Refers to complete removal of Items from the Library service and is done so by staff using their professional judgement and the following criteria:

- In poor physical condition.
- Out-of-date: If the information is incorrect or refers to out-dated equipment or processes, e.g. computers, technology.
- Dated: Information is correct but the whole presentation is dated, e.g. design.
- Duplicate copies and lack of demand

## **Conclusion**

These guidelines will aid Wicklow County Council Library staff to apply professional awareness and judgement in the selection, acquisition, preservation, storage and subsequent deselection of library material in various formats.

We will evaluate and revise this policy as necessary to ensure relevancy and to take account of future needs and developments.