



# Stock Policy

Barbican &  
Community  
**LIBRARIES**

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# 1.0 Introduction

Building and maintaining a comprehensive, high-quality collection, which is matched to community need, expertly and efficiently acquired, managed and delivered is an essential activity for a public library service. Collection development is the process of planning, acquiring, and managing a balanced collection of materials in many formats. Collections are developed by buying or otherwise acquiring and accessing materials over a period of time, based on assessment of the information, recreation and citizenship needs of the Library's users.

The aim of the stock policy is to explain:

How we choose stock

- How we maintain and promote stock
- How we edit stock, what we keep and what we remove
- Our position on censorship
- Measuring the performance of our stock

The objectives of the stock policy are to:

- Demonstrate a consistent approach to stock selection and management
- Improve and develop our stock
- Demonstrate the best use of our resources
- Ensure value for money and minimise waste
- Ensure our stock is relevant to our customers and our communities
- Increase use of the stock
- Promote literacy, learning, reading for pleasure and reader development

## 1.1 Barbican and Community Library Service's Vision

Our vision is to help individuals and communities to live their best lives by supporting:

- Reading and literacy
- Health and wellbeing
- Social mobility
- Social interaction
- Culture and creativity

What we do is:

- Contribute to the art and culture offer of the City by supporting free / low cost access to culture, the arts, the very best literature, music and music making in the City
- Provide access to a range of books, reading materials, CDs/DVDs, sheet music and e-resources for customers of all ages
- Provide free access to the Internet and a range of digital services to support digital inclusion, social inclusion and social mobility
- Support people to achieve their full potential by providing a range of education, training and lifelong learning activities and resources for all ages
- Provide a wide range of resources in our libraries to support the development of stronger and thriving communities
- Provide an enquiries and information service delivered by trained staff
- Provide safe, welcoming, neutral spaces and a range of activities for all

This stock policy supports our mission and vision, respecting the resource needs of our users and members of our communities. Within budget limitations, we will stock a wide selection of published and recorded material in both physical and digital format for our communities, and offer an unbiased access to books, information, music and creative works.

## 1.2 Barbican and Community Libraries – Our Spaces

The City of London is 1 square mile in size, we have 3 lending libraries: Barbican Library, Shoe Lane Library and Artizan Street Library and Community Centre. There is a resident population of 8600 (2021 Census information) and a daytime population of approximately 350,000, although this is variable due to the pandemic of 2020/21 and the changes to the way people work.

**Barbican Library** – this is B&CL’s main library and is located in the Barbican Arts Centre, along with the main adult library, there is a music library and children’s library. The total physical stock is approximately 190,000 items.

**Shoe Lane Library** – this is a medium size library located in the west of the City, that caters for both adults and children, with a lively and popular events programme. The total physical stock is approximately 40000 items.

**Artizan Street Library** – this is a small library and community centre located in the East of the City, on the City’s only social housing estate and it caters for adults and children. The estate office for the Middlesex Street Estate is located here, and there are hireable rooms. The total physical stock is approximately 16000 items.

B&CL also offer a home delivery service for those members of the community who are physically unable to come to our libraries.

## 1.3 Definition of stock

### National perspective

The main piece of legislation governing the library service is the Public Libraries and Museum Act 1964,

*“It shall be the duty of every library authority to provide a comprehensive and efficient library service for all persons desiring to make use thereof, and for that purpose to employ such officers, to provide and maintain such buildings and equipment, and such books and other material, and to do such other things, as may be requisite”. (Section 7.1)*

The library service is also impacted by other areas of legislation, such as, but not limited to:

- Obscene Publications Act 1959 (and amendments)
- Race Relations Act 1976 and Race Relations (Amendment) Act 2000
- Sex Discrimination Act 1975 (including the Gender Regulations 1999)
- Video Recordings Act 1984
- Public Order Act 1986 (as amended by the Racial and Religious Hatred Act 2006 and the Anti-Terrorism, Crime and Security Act 2001)
- Local Government and Housing Act 1989
- Local Government & Public Involvement in Health Act 2007
- Equalities Act 2010
- Local Government Act 1992
- Copyright, Design and Patents Act 1988, Copyright (Visually Impaired Person's) Act 2002 and Copyright Act Guidelines 2003, Intellectual Property Act 2014
- The Children Act 1989
- Disability Discrimination Act 1995
- Data Protection Act 2018
- Human Rights Act 1998
- Terrorism Acts 2000 & 2006
- Protection from Harassment Act 1997
- Racial & Religious Hatred Act

We also work with other library authorities in the United Kingdom in the lending and borrowing of stock on the behalf of our and their users, and to aid this Barbican and Community Libraries are part of the Circle of Officers of National and Regional Library Systems (CONARLS) managed by the National Acquisitions Group (NAG), and Worldshare managed by OCLC, both of which facilitate resource sharing.

Barbican and Community Libraries (B&CL) are also part of Libraries Connected, which is a charity that supports UK Libraries and understands that Libraries are at the heart of communities, reflecting and responding to local needs. B&CL will also look to The Chartered Institute of Library and Information Professionals (CILIP), for advice, guidance and advocacy around stock and services. B&CL are also part of the Central Buying Consortium (CBC). The CBC negotiates with library suppliers to achieve the best possible discount on all stock and servicing for its members.

Barbican and Community Libraries are within the Department of Children's and Community Service which is part of the City of London Corporation, and ultimately the Corporation manages the library service in accordance with the Public Libraries Act 1964 and any corporate policies of the City of London.

## 2.0 Stock selection and Management

### Introduction

An immense amount is published each year, both physically and digitally, our aim is to provide as much and as diverse a range as possible, so that we can meet the needs of our communities and realise our vision.

We purchase within our annual budget to meet current and anticipated future demand, and our aim is to provide a comprehensive range of stock. Multiple copies are purchased to meet demand, where budget allows, without compromising the diversity of stock.

Stock at each library reflects the size of the library and the surrounding local community. Smaller libraries have a lower capacity, but we still aim to have a wide range of stock to stimulate interest and reader development, which is a core activity of libraries, and aims to increase and develop the enjoyment of reading for existing and new readers.

Space and finances are finite, so we must continually manage our stock and collections, with regular editing and reviews of performance. We will display stock in a bright and attractive way, using appropriate shelving and display stands, ensuring that stock is in good condition and refreshed or removed if it is not up to standard. The exception to this are some items that are unique / irreplaceable that are still an important part of our collection.

Consideration is given to the cost, format and longevity of an item, including decisions about purchasing paperbacks versus hardbacks.

We also ensure that we have a wide range of formats available for all of our library users, including standard print, large print, audiobooks, eBooks and eAudio.

### 2.1 Censorship

We adhere to CILIP's policy of Managing Safe and Inclusive Library Services (2023):

*Libraries operate within the law to provide free access to a diversity of information, opinion and ideas in a safe and hospitable environment. The requirement to respond comprehensively and non-judgementally to the needs of learners and researchers should be paramount.*

*The library has a responsibility to the local community actively and positively to promote resources for learning, education, cultural inspiration and community cohesion. It is important that all sectors of the community feel able to play a full part in community life and not feel intimidated, marginalised or ignored.*

We will not add, or remove, any items from our shelves solely at the request of an individual or group although we are always pleased to receive suggestions for items to add to stock. The stock will therefore reflect different shades of opinion. Publications which are legally

available will not be excluded simply because they are controversial, each will be evaluated and judged by the librarians who select the stock.

Library stock is not labelled to warn customers of “offensive” or “harmful” content.

Responsibility for the use of library materials from the adult lending collections by children rests with their parents or legal guardians, not with library staff. Similarly, parents or guardians must assume responsibility for guiding young people in their use of our digital and online services, whether these are accessed via the internet or apps.

## 2.2 Controversial Stock

When considering stock that may be controversial we will follow the guidelines above, being mindful of CILIP’s guidelines;

- Preservation and continuity of access to knowledge
- Intellectual freedom, including freedom from censorship
- Impartiality and the avoidance of inappropriate bias

We will be aware that if controversial titles are legally published, members of our community may want to read them. We will consider stocking these books and will not use methods of censorship around them. We will however be mindful of the location and promotion of such books, and we will consider carefully if we want to buy based solely on individual requests. It is also important that we are aware that some controversial titles claim to present ‘facts’ but are lacking peer reviewed research and may then fall below our standards of reliability for non-fiction.

## 3.0 Stock selection methods

The majority of our stock is purchased through a consortium (CBC), and this contract is awarded to suppliers via a robust tender process and allows us to ensure maximum value for money.

If required stock is not available from our contracted supplier, we also use other suppliers such as Amazon, and specialist or independent suppliers, but our contracted supplier is always preferred as this gives us shelf ready content.

### 3.1 Adult Book Stock

This is selected via a team of librarians based at Barbican Library, and they select overall stock for all three libraries with input from staff at Shoe Lane and Artizan Street.

The librarians have specialist areas of stock that they are solely responsible for purchasing for example, but not limited to, audiobooks, large print, maps, DVDs, magazines / periodicals, digital content.

We also utilise the knowledge and experience of other library staff when purchasing stock, for example graphic novels and local stock.

## 3.2 Children's and Teenage Book Stock

This is selected by the Children's Service Librarian, with input from other staff, including staff at Shoe Lane and Artizan street, and includes stock for young children and younger teenagers (covering ages 0-14 years).

B&CL aim to support children's growth and learning by providing a diverse range of high-quality books for all ages and abilities, including titles that appeal to reluctant readers. The collection includes both new and classic fiction and non-fiction, ensuring a wide appeal for all readers. The library strives to provide a balance of familiar comforting books, alongside those that will stretch and develop readers. Key goals include offering accessible formats, including dyslexia friendly books and eBooks and eAudiobooks. Stock will reflect our diverse communities, ensuring there is something for everyone. The collection will include well known authors and new authors and will aim to support emotional and intellectual development.

Selection criteria initially focus on attractive and appropriate covers, that have immediate shelf appeal, good quality writing and illustrations that are appropriate are essential. Appropriate text styles for the age and ability of the reader, durability of the book, and formats suitable for library use are important. Non-fiction stock should include contents, indexes, glossaries, web links and bibliographies to support study skills. Stock will generally be paperback, but hardback titles will be purchased for popular fiction and non-fiction and picture books. Selection criteria will avoid poor-quality, gimmicky, or inappropriate books, for example sticker books, those of poor quality, or part of a school reading scheme.

Regular stock work is essential, and this ensures popular, award-winning, and a wide range of key titles are maintained. As well as ensuring the collection is clean, in good repair and attractive to readers.

While the library assists children and families in book selection, parents and carers are responsible for supervising their child's reading materials. As with other stock we do not censor books that are legally published.

## 3.3 Young Adult Book Stock

Young adult stock for B&CL is selected by the team of librarians based at Barbican Library, again with input from other staff, including those at Shoe Lane and Artizan Street.

The aim of the collection is to support the reading and development of young adults, as well as supporting them with academic studies and reading for pleasure.

The collections include fiction stock that is suitable for young adults, study materials that tie in with the National Curriculum, other non-fiction material to support education, as well as stock that supports career choices, lifelong skills and hobbies.

There is often crossover with stock in the teenage section of the Children's library, as well as stock in the adult library, so where necessary duplicate copies of stock will be purchased.

### 3.4 Music Book Stock

Music stock is primarily selected by the Music Librarians at Barbican for all of our libraries; however a range of staff assist, particularly with audiovisual materials to ensure that staff knowledge is used to good effect. Audiovisual items are mainly purchased from Askews & Holts. Music scores are selected from publishers' websites and other online and printed sources, and then ordered from Cramer Music Limited, who arranges for the scores to be bound before delivery to the library.

The stock of music scores caters for the needs of customers at all stages of their musical journey, from beginners right through to seasoned professionals. It includes miniature and full scores; vocal scores for operas, operettas, and musicals; tutors, books of studies and pieces for a wide selection of musical instruments; pop, rock and jazz songbooks; and sets of chamber music. The aim is to provide a collection which is representative of composers and musicians from a broad range of musical and cultural backgrounds, both current and historical. Publications of single songs aren't usually purchased, and some contemporary classical music scores and critical editions are not suitable due to reasons of cost.

Customer suggestions for both CDs and music scores are welcomed and evaluated on their own merit. Donations may be accepted, subject to approval by a member of the Music Library team, on the understanding that they may be sold to raise revenue.

### 3.5 Digital Stock

Digital stock is overseen by one of the librarians at Barbican Library for all of B&CL, with input from the adult, music and children's and young people teams.

The contract for provision of our digital stock was awarded through a thorough tender process.

## 4.0 Methods of Stock Selection

B&CL are part of the Central Buying Consortium (CBC) and the bulk of our purchases are made through the CBC contracts, and stock is generally selected from these supplier websites in advance of publication by a team of librarians. With the exception of specialist stock such as music, audiobooks, large print, maps and books in other languages.

We generally do not use supplier selection, although it can be used for specific projects, or where it is cost effective and in the customer's interests to do so, and for the selection of some of our large print and audiobooks.

The team of librarians responsible for B&CL stock use a number of different resources to help them choose suitable stock and predict future demands and trends. Resources such as bookseller / bestseller lists, newspaper / journal recommendations and reviews, specialist journals, advertising events, author / publisher recommendations as well as customer requests and suggestions. We also have standing orders set up for some stock i.e. maps, audiobooks and large print.

Overall responsibility for the stock in all B&CL lies with the Library Development Manager and this role is supported by a team of librarians.



## 4.1 Criteria

When making decisions about stock we take into account the following considerations:

Quality, presentation, and content – is it appropriate for library use, will it stand up to wear and tear, is the paper and print good quality, is it from a reputable publisher, does it look attractive / appealing, is the information accurate and current, is the author qualified in their field, what readership is it aimed at.

Relevance – is it going to be a useful addition to our stock, which library should it be located in, do we need more information on this subject, is it part of a series, do we have other titles in the series, will it meet the needs of our customers.

Popularity – Is this something that customers have been asking for, is it appearing on reading lists or advertising, does it have topical, seasonal or local demand. Considering popularity is important, but in order to present a wide range of stock it is important to be aware that not everything will be popular.

Value for money – Will it provide a useful addition to our range of stock, is it expensive compared with similar stock, will the binding / quality ensure a reasonable lifespan, is it available in an alternative cheaper format i.e. paperback versus hardback.

If despite research we are unsure of the quality or accuracy of a publication, we will purchase one copy and review it before deciding to stock it in our libraries.

Local interest – If a title is of local interest, it will be given consideration for purchase even if it doesn't meet some or all of the above criteria.

Audiobook stock – We purchase the majority of our stock from specialist audiobook publishers to ensure that cases are durable and fit for purpose, and also so the items arrive shelf ready. Decisions on titles fall into the above categories with the exception of binding, print and paper quality.

Music CDs – The CD collection reflects the musical interests of diverse communities throughout London and beyond. Recordings are purchased for numerous genres of music, and reviews in specialist magazines are used as an aid to selection. To tie in with the Barbican Centre's schedule of events, CDs released by artists performing in the Barbican Hall are purchased, and the library maintains a large selection of recordings released by the Barbican's resident orchestra, the London Symphony Orchestra (LSO). Stock is also purchased to complement the Music Library's exhibition programme.

DVDs – We consider box office success, TV popularity, reputation of those involved in the work, awards, popularity and visibility, will it cover its cost in hire charges.

Digital stock – we use the same criteria as above for selecting digital audiobooks and eBooks, with the exception binding, print and paper quality. We also have to consider if the licences being offered are good value for money.

## 4.2 Exclusions

The following types of stock will generally fall out of the remit of our collections:

- Items in an unsuitable format i.e. spiral bound, ring bound, cased or multi part
- Expensive luxury publications
- Workbooks or items for individual ownership with spaces / boxes for the owner to complete
- Items not relevant to UK regulations or law
- Some very specialist titles above undergraduate level

### Self-Published works

We will consider the purchase of self-published works, but they must meet the criteria outlined above, with particular attention being made to the accuracy of the information, the qualifications of the author, and the physical quality and appearance of the publication. Self-published works must have an ISBN and preferably a downloadable MARC record, with the exception of some locally produced local interest materials.

## 4.3 Types of Stock

### Adult Fiction

A broad selection of adult fiction within our libraries is essential, not just for recreational reading, but for education, literacy, broadening outlooks, entertainment, and reader development.

We aim to ensure that our collections consist of popular and bestselling authors, as well as new and emerging authors, translations, classics, varied genres and formats including large print.

We also aim to have a collection that meets the needs and interests of our customers and communities.

Library staff can also assist with locating materials we do not have in stock.

### Adult Non-Fiction

As above a broad selection of adult non-fiction stock is available for learning (formal and informal), research and study, business, economics, entertainment, relaxation, health and wellbeing.

The collection intends to meet the needs of our customers and communities.

As with fiction, library staff can also assist with locating materials we do not have in stock.

### Audio Visual Materials

We make collections of DVDs, CDs and audiobooks available to all of our customers / communities, but as a result of space restrictions and demands these are not available at all of our libraries. If the format required is not available at a library, it will be sent over for a customer at no charge, to ensure they are accessible to all.

When purchasing these items we aim to ensure a broad collection covering a wide range of genres and tastes, and we also consider income generation potential for DVDs and CDs.

## **Reference Collection**

We keep a small collection of reference works, these cover key areas such as encyclopaedias, dictionaries, atlases and directories.

Stock in the reference section can only be used in the library so they are always available to all.

## **Special Collections**

We hold a number of special collections to support readers and customers.

Reading Well Collections - these support health and wellbeing, and titles for this collection are curated by The Reading Agency.

Skills for Life - these offer a curated collection of stock to support our community at all life stages, from people who are new to the UK, to those needed skills for everyday living.

Quick Reads – This is a collection of books curated by The Reading Agency that are written in an easy and accessible style to support developing readers.

## **Electronic Resources**

This includes our digital library of eBooks and eAudiobooks - all of which are selected using the criteria above and taking into consideration the same aims and purposes for physical collections.

eMagazines, eNewspapers and eComics – we currently take a curated collection of each of these through our supplier (currently Overdrive), so no direct decision is made on the titles that we have available, we can however feedback suggestions to the supplier, and also suppress titles that we feel are unsuitable for our customers / communities.

Web based reference / enquiry resources – Accessible in the library to both registered and non-registered users and many of these resources are available outside of the library to registered library customers (although some are not available due to licensing restrictions).

When selecting any electronic resources we do not just consider content, we also look at ease of use of the platform / website, range of materials available and the accuracy / legitimacy of information provided. We also assess performance of these materials and usage of these resources.

## **Newspapers, Magazines and Periodicals**

We aim to provide a wide range of newspapers, magazines and periodicals to satisfy the interests and needs of our communities. Including a specialist range of music journals in our music library at Barbican Library.

The number of titles available will be determined by the size and footfall / demand at each library.

We do accept suggestions for titles for consideration by our team of librarians and we also accept donations if they fit in with our criteria.

We do not stock party political periodicals.

All titles are regularly monitored and reviewed to ensure we are getting value for money.

These items generally come from our CBC contracted supplier, but we also supplement this with local newsagents or directly from the publisher.

## **Reading Group Sets**

In order to support our policy of reader development, we purchase and keep sets of fiction and non-fiction books containing multiple copies of a title which are used for B&CL's own in library reading groups, but we also lend these to community reading groups that are registered with us.

## **Music Sets**

The City of London is an area rich in music-making and, because Barbican Music Library doesn't possess a collection of music sets, they are sourced via inter-library loan for music groups. This service is offered to both choirs and orchestras based within the M25, and charges are levied to cover the cost of the inter-library loan fees and postage. To improve the service, a membership of SEPSIG (South East Performance Sets Interloans Group) has been taken out.

## **Memory Boxes**

B&CL's Memory Boxes are reminiscence tools available for loan. Their contents have been curated to include a variety of multi-sensory items, books, DVDs and CDs intended to trigger memories and help guide conversations about the past. The boxes are intended to support customers who are living with memory loss and their carers or can be borrowed as educational tools by children and young people to help with their studies.

# **5.0 Reservation Policy**

The purpose of our reservation policy is to provide access to our B&CL collection to all library members and to provide access, where possible to materials outside the City of London.

We also accept suggestions for available stock that we do not have and will consider purchasing these items if suitable for our collection. This can be done by phone, in person or online via the library catalogue.

We do make a small fee for obtaining stock for customer's reserves, there is a payment exemption for children and young adults, home delivery customers, and if the item is on the shelves in one of our libraries or in our stores. The fee when paid is non-refundable as it covers administration costs and keeping the customer informed of progress.

When obtaining some stock for reservation from outside the City of London there will be a higher charge levied i.e for British Library or CONARLS requests.

Once an item is obtained for a reservation, we will notify the customer by email (or post if no email available) and hold the item for 2 weeks.

Any new stock purchased for reservations will be labelled as such when it is ordered from our approved supplier and will be processed as a priority on arrival.

We only accept reservations, and therefore payment, for physical books and audiobooks.

Other formats can be suggested for purchase (i.e., digital stock, DVDs, CDs), and there is no charge for this service, but no guarantee we will purchase.

## 5.1 Decision to Purchase or Interlibrary Loan Reservations

If a physical publication is not available in one of our libraries we will check with our approved supplier to see if the book is available to purchase and if it is something that will fit in our collection, we may not purchase something specialised/niche if it is only likely to be borrowed once, also if it is expensive, it may be better to consider an interlibrary loan (ILL).

If it is not available to purchase from our approved supplier, but we feel it would be a good addition to our collection, we will consider purchasing from Amazon, including second-hand copies. Before doing this, we would consider the following, many of which overlap with our stock selection criteria:

- Would the publication be well used in our collection
- Is it self-published - we will purchase self-published materials, but we would first check the quality of the publication, and in the case of non-fiction materials the credentials of the author and if it is peer reviewed.
- The size of the publication, very small or very large can be an issue
- Does it have unusual binding (spiral is not ideal and doesn't last long)
- Does the item have lots of parts that would make it difficult to catalogue / keep on the shelf
- Cost, factoring in the cost of cataloguing and processing
- Check that it is not a course book that requires it to be written in

## 6.0 Donations policy

We accept donations, so long as the items are in good condition and saleable. We do not accept videotapes or DVDs or donations in large quantities.

Any donated items are subjected to our usual stock criteria if we are considering adding them to stock.

All donated stock becomes the property of B&CL and we can choose to add it to stock, sell it or dispose of it.

The final decision to accept donations rests with the stock manager, and we will consider the staff time and costs when dealing with donations.

Any donation added to stock can be withdrawn at any time if it no longer meets our stock criteria, or the condition of the item is no longer acceptable.

Occasionally unsolicited stock is sent to us by authors and publishers, this will be dealt with using our stock criteria and only added the collected if it is required. If an invoice is sent with the item requesting payment this will only be granted if we genuinely require the item, if the sender requests the item be sent back they must pay the postage charges.

## 7.0 Equality and Diversity policy

We will provide stock that is relevant and of interest to all of our customers and communities, so that people can see their own experience reflected including age, gender, sexual orientation, faith, culture and ethnicity. This in turn supports our ethos of promoting learning, reader development, social inclusion and community engagement.

We purchase and provide stock in a wide variety of formats, such as but not limited to:

Large print, audiobooks, quick read titles, easy readers, dyslexic friendly, eBooks, eAudiobooks, memory boxes, graphic novels

Collections of books in other languages are held at Barbican Library but can be accessed via any of our libraries. Whilst we cannot hold books in every language this collection is regularly assessed and amended to ensure it is meeting the needs of our communities.

We have reader development promotions reflecting the global majority, LGBTQ+, neurodiverse, disabilities books reflecting the diversity of cultures within our communities.

B&CL are also committed to delivering the Universal Reading Offer from Libraries Connected via the Universal Offers Calendar.

## 8.0 Collection Management

The previous sections have detailed how we acquire newly published stock. Collection management covers how we manage, maintain, and edit our stock.

Identifying gaps in subject coverage, or of particular titles is a continuous process to which all library staff contribute, as well as via feedback and suggestions from customers.

Stock reports generated via our LMS are regularly used to assess stock performance.

### 8.1 Stock Withdrawal

When considering stock withdrawal, we will look at; usage, currency, age and physical condition. This can be done by physically examining stock and / or the use of stock reports.

Assessing and weeding stock does not automatically mean discarding items from stock. It also includes: identifying stock which requires repair, re-jacketing and/or re-labelling, withdrawing the book from stock in one library and using it in another, or housing it in our closed store collection.

The decision to discard stock will be made if: it is in poor physical condition and beyond reasonable repair, such as pages are loose or missing, creased or dog-eared, extreme yellowing of pages, torn pages, broken spines, other damage including damp/wet, mould, smell or dirt; if the item contains out of date or inaccurate material or it is a superseded edition; stock may also be discarded if we have an excess of copies.

Stock will never be sold or withdrawn in response to customer demand.

Withdrawn items are disposed of as appropriate, generating income wherever possible. They may be sold through our own library booksales, offered to local community groups where appropriate, sold to a reliable and professional commercial book buying service, meaning they are dealt with in an efficient, economic and environmentally manner. If none of these options are possible the items will be recycled responsibly wherever possible.

## 8.2 Stock Promotion and Reader Development

We aim to promote our stock to our customers and to our wider communities, our aim is to:

- Give the public access to a wide range of stock in different formats
- Offer assistance when choosing what to read
- Promote reading for pleasure and for lifelong learning
- Ensure our stock is well used
- Bring readers together through reading groups, promotions and events
- Ensure people in our communities see their experiences reflected in our stock and events

To do this we will:

- Provide an interesting and diverse range of stock in our libraries
- Listen to and act on suggestions from the public
- Provide interesting and eye-catching displays of stock
- Deliver the Universal Reading Offer through the Universal Offers Calendar developed by Libraries Connected
- Promote our stock in different ways i.e. traditional displays, social media, flyers, bookmarks, events, digital displays
- Offer regular reading groups in our libraries and support groups that meet externally
- Share readers recommendations in our libraries
- Be involved in National and Regional initiatives to promote libraries i.e. book festivals and book prize events
- Have a programme of literary events and talks in all our libraries
- Promote our libraries and stock to outside agencies such as schools, colleges and workplaces
- Offer drop-in sessions to offer help with using our digital library
- Ensure all our staff are well trained and able to promote our stock to all

## 9.0 Conclusion

To conclude this stock policy is used to support our vision which is to help individuals and communities to live their best lives by supporting:

- Reading and literacy
- Health and wellbeing
- Social mobility
- Social interaction
- Culture and creativity

And this stock policy should allow us to support our mission and vision and target all of our users and members of our communities with the stock that they both want and need.