

Milton Keynes Libraries.

STOCK PROVISION: Policy and Planning

 **October 2024**

Mission Statement.

The mission of the Milton Keynes Libraries is to provide an open door to information, reading, imagination, learning and culture, enhancing people's lives and supporting the growth and health of our community.

Milton Keynes Libraries recognises that libraries:

- Are for people of all ages, genders, disabilities, and cultural diversity who live, work and study in or visit the area
- Provide information, culture, and entertainment as well as learning services
- Offer free or low-cost opportunities that have a community focus
- Provide an important gateway to other services

Collection Development Policy.

Milton Keynes Libraries' stock provision policy is to select and maintain material in support of the Milton Keynes Libraries mission statement, and the supporting legislation of the Public Libraries and Museums Act 1964 (c 75) that it is a statutory service for all local authorities to "provide a 'comprehensive' and efficient library service for all persons living, working, and being educated in the area". The Act also requires each library authority has a specific duty to provide a sufficient number, range, and quality of books (and other library materials) "to meet the general requirements and any special requirements of adults and children".

This policy also supports the following Milton Keynes Council documents:

- Transforming Milton Keynes Libraries - looking to the future 2020-2025
- The Rapid Service Review of Milton Keynes Libraries (2020)
- Milton Keynes Council Plan 2016 – 2022 (7.12 "maintain a full provision of library services")

This policy will reflect community needs. We aim to do this as efficiently and effectively as possible within the financial constraints that we are required to work within.

We will provide all materials, within reason, as long as ownership of that material is not deemed illegal by the law of the land. No materials should be excluded on any moral, political, religious, or racial grounds alone. A representative range of political and religious materials is held across all Milton Keynes Libraries and made available through the normal reservation system.

Sacred texts purchased by Milton Keynes Libraries are managed in the same way as other stock items and arranged by the library service in the same way as other stock. They may be withdrawn or replaced as part of the routine stock management process.

We acknowledge that on occasion individuals may find items in our collections “offensive”. However, we do not label items to warn customers of potentially “sensitive” content and would only restrict access to material in order to protect it from damage or theft, not as a form of censorship. We will not add or remove any item from stock solely at the request of an individual or group. We will endeavour for the stock to reflect our community in a balanced way making way for information from all points of view.

Stock is purchased in the following ways.

- Through supplier selection by library suppliers working from specifications from Milton Keynes Libraries stock specialists for adult stock
- Through library suppliers by Milton Keynes Libraries stock specialists for children’s and young adults
- As individual orders to fulfil requests and make good stock gaps
- On standing order through various suppliers
- Through online subscriptions for virtual resources
- In liaison with community groups (e.g. foreign language stock)

Criteria for selection.

Material is chosen for its literary, cultural, and recreational relevance or for its information and learning value. We aim for a library stock that ensures a range of material that reflects the demography of the area and the policy priorities agreed for Milton Keynes Libraries, displaying a diversity of information, opinion, and inspirational literature on any topic from the material available.

- current and potential demand and usage
- the need for a wide range of stock to meet the needs and interests of present users, to attract and encourage infrequent and current non-users, and to reflect the community and its diversity
- cost in relation to use, demand and importance within the subject area

Range and format of stock.

Milton Keynes Libraries provides the following materials

Books

- adult fiction
- adult non-fiction (including poetry)
- large print
- community languages

- reference
- local studies
- children's fiction
- children's non-fiction
- teenage
- board
- picture

Periodicals

- magazines (lending and reference)
- newspapers

Spoken Word

- CDs

Online

- reference databases
- eAudiobooks
- eBooks
- eMagazines
- eNewspapers

Stock is purchased in hardback, paperback, and e-format (digital) as available and/or appropriate. We avoid purchasing any non-library style formats if possible (e.g. ring binding, cloth children's books)

All material is catalogued wherever possible and information about holdings made available through the catalogue both in the library and remotely, accessible to all.

Local studies.

Milton Keynes Libraries endeavours to acquire publications relating to Milton Keynes and accepts relevant donations. All such publications are accessioned to stock as required and have to be financially realistic to purchase.

Local authors.

Milton Keynes Libraries wishes to support local authors and encourage writing in the community, but we cannot undertake to purchase everything but will consider donations. This stock will be labelled as being written by a local author.

Requests.

The request service enables customers to ask for stock which is not immediately available.

All lending stock is reservable, and membership of the SELMS Consortium (a south-east group of 13 different library authorities) means that books from each member authority can be accessed via the catalogue and obtained for reservations. Milton Keynes Libraries also obtains stock for requests through purchasing.

A charge is made for reservations. There is a higher charge made for requests from SELMS. There is no charge for reserving children's books. We are open to stock recommendations which will be considered by the stock specialists.

Children's stock.

Stock in the Children's Libraries is selected by specialist staff. There is no lower age limit to join, and we aim to attract new families and create the library and book habit with stock ranging from board and baby books through to teenage.

With books there is no limitation on what children can use their library cards to borrow, but we will endeavour not to display inappropriate material in the areas children are most likely to use. What is deemed by specialist staff as teenage stock is kept separate from children's fiction, though the distinction of children by age and reading abilities cannot be strictly recognized in an overformal way.

Suppliers of stock.

MK Library Service is a member of the Central Buying Consortium (CBC) and most book stock is purchased through contracts put out to tender by that organisation. This is augmented by specialist suppliers not covered through CBC.

Online resources are selected in line with national guidelines, and local requirements, and reviewed yearly.

Stock management.

Milton Keynes Libraries' stock management, deployment and withdrawal policy is to ensure maximum access to up-to-date resources and retention in stores where appropriate. Stock is circulated between branches by a combination of library staff carrying out stock work manually and automatic circulation using 'routing' software on the library management system. This means that resources are deployed effectively and efficiently to achieve greater usage and visibility.

Stock is regularly weeded and is withdrawn if it is out of date, in poor condition or no longer in demand.

Stock no longer required is

- sent to Better World Books (<http://www.betterworldbooks.co.uk>) a charity from which we get an income
- offered for sale in our libraries and book sale income contributes to the income generation target which offsets general library service costs.
- sent to the local recycling centre

Items not in regular use but still of potential value are transferred to store locations from where they are still available to meet reservations and requests for our customers and for customers from other library authorities.

The display of stock.

In the presentation and promotion of stock, our libraries may actively promote holdings on topics of current interest to raise awareness, encourage understanding, improve accessibility and increase library usage. This is not to promote a belief or opinion but to enable people to follow an interest in a topic using library resources, to be exposed to new ideas and encouraged to debate and at times challenge them. As with the selection of stock, individual displays must be seen in the context of a balanced programme over a period.

Donations.

We accept donated materials on the understanding that

- Donations can be accepted at all Milton Keynes City Libraries.
- Books should be less than 3 years old and in nearly new condition
- Encyclopaedias cannot be accepted
- Magazines should be less than 4 months old
- We cannot guarantee that an item will stay at a particular location
- We cannot guarantee that donated items will be put into stock as they are subject to the same editing guidelines as existing library stock
- Any donations not used for stock will be sold and the profits used for library income generation
- We are unable to inform donors of the usage patterns of items added to stock
- Offers of bulk donations should be referred to a senior member of library staff
- We cannot return unwanted donations to the donor

