

Appendix A - Library Collection Management Framework Sheffield Libraries, Archives and Information Service

1 Introduction

- 1.1 The Library Collection Management Framework sets out the principles and practices for the selection, purchase, management, promotion and disposal of stock (also called Collections) within Sheffield Libraries.
- 1.2 Our stock is recorded on the Sheffield Library Catalogue and includes books, newspapers and magazines (in physical and digital formats), maps, printed music, spoken word recordings, DVDs, CDs, electronic information resources, and any other print or digital formats.
- 1.3 This framework covers statutory Library Services in Sheffield and non-statutory Co-delivered Libraries, for which the Sheffield Library Service purchases stock. The framework will influence the Associate Libraries as all Libraries in Sheffield have access to stock on the Sheffield Library Catalogue. All Associate Libraries can purchase their own stock, with the expectation that the broad outlines of this framework are followed.
- 1.4 Libraries within Sheffield have been operating within this framework for several years. We want to be open and transparent in how we select and manage our stock and will be making this framework available to our customers on our website pages and within our Libraries. This approach is in line with other Library Authorities across the UK.

2 Our Mission

- 2.1 Sheffield Libraries Archives and Information Service seek to make a significant contribution to the people of Sheffield. Sharing the joy of the written word is at the heart of what we do.
 - We aim to provide free and fair access to high quality library, archive and information services that meet the changing needs of our customers.
 - We support and enable reading for everyone, showing how reading improves life chances, supports well-being and strengthens communities.
 - We provide enriching opportunities to enjoy cultural, educational and inspirational experiences, giving access to broad ranges of knowledge, information and ideas.
 - We collect, preserve and share Sheffield's rich and diverse heritage.
- 2.2 This supports the strategic goals of Sheffield City Council of
 - Fair, inclusive and empowered communities
 - Happy young people who have the start they need for the future they want
 - Healthy lives and wellbeing for all

3 Sheffield City Council Values

- 3.1 Our values guide *how* we work, and we are committed to upholding these.
- 3.2 **People are at the heart of what we do** – Sheffield Libraries seek to be inclusive. We welcome and serve everyone.
- 3.3 **Openness and honesty are important to us** – Sheffield Libraries seek to be transparent & accountable. Sheffield Libraries promote intellectual freedom. We stand for the right to read and the right to know.
- 3.4 **Together we get things done** – Sheffield Libraries seek new ideas and to be part of Sheffield and its communities. We work towards the same goals, and we succeed together in partnership.

4 Purpose

- 4.1 The purpose of the Collection Management Framework is to guide Library staff and customers about the principles which are used when deciding whether to acquire, discard or reject an item. This enables consistent and informed decision making for our Collections across our Libraries.
- 4.2 Our approach seeks to reflect the widest diversity of cultural backgrounds and social views; providing material in languages other than English and in appropriate formats for people with diverse needs. We review our existing Collections through analysis of stock performance data, customer suggestions and feedback, and use of the reservations system.
- 4.3 Good quality collections and stock management are fundamental to promote reading as an essential life skill and as a source of pleasure and enjoyment. It widens awareness of the culture and heritage of the city; to foster a sense of community identity and promote social cohesion, whilst preserving and helping interpret the collective memory and identity of the city.
- 4.4 We want to ensure the funds allocated for stock are used effectively to provide value for money, ensuring a consistent and fair approach to maximise the availability and use of items across Sheffield Libraries.

5 Principles

- 5.1 Each library, including the Home Library Service acts as an access point to the whole library service.
 - The physical stock of Sheffield Libraries is a single city- wide resource.
 - All items in the lending stock are available from any Library.
 - All lending stock can be accessed using our free reservation service.
 - We aim to include a wide selection of books and other materials, recognising that any one library cannot hold everything.
 - We will provide material online and our Home Library Service delivers directly into customer's homes for those who cannot get into the library.

6 Legislation

6.1 Sheffield Libraries Archives and Information Service is provided within the following legislative framework:

- The Public Libraries and Museums Act 1964
- The Obscene Publications Act 1959, 1964
- Equality Act 2010
- Public Order Act 1986
- Copyright Design & Patents Act 1988
- British Phonographic Institute/Library Association Agreement 1994
- Copyright and Related Rights Regulations 1996
- Crime and Disorder Act 1998
- Human Rights Act 1998
- Representation of the People Act 2000
- Copyright (Visually Impaired Persons) Act 2002
- Terrorism Act 2006
- Video Recordings Act 1984
- Video Recordings (Labelling) Regulations 2012
- Library Charges Regulations (Department of Culture, Media and Sport)
- EC Directive No 77/62 (Public Procurement)
- EU Copyright Directive 2000
- Sheffield City Council Financial Regulations
- Sale of Goods Act

6.2 The Public Libraries and Museums Act 1964 sets out the statutory provisions governing public libraries in England. Section 7(1) of the Act places a duty on Local Authorities (as the Library Authority for their administrative area) to provide a '*comprehensive and efficient*' library service for all those living, working or studying full time in their area. Section 7(1) states as follows:

'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...'

6.3 The Department for Digital, Culture, Media and Sport, as superintending authority for the provision of library services in England, requires that, in drawing up and delivering library strategies and plans, councils should consider various legal obligations, including:

- The Equality Act 2010 and the Public Sector Equality Duty
- Best Value Duty 2011 guidance
- Localism Act 2011
- Human Rights Act 1998

7 Stock Selection

- 7.1 Sheffield Libraries, Archives and Information Service is part of the North-West and Yorkshire Book Consortium. Together we tender for our main library stock (Adult and Children's fiction and non-fiction), to obtain discounts and optimum trading terms. This doesn't limit us to specific suppliers.
- 7.2 We use specialist suppliers for large print and talking books, foreign language material, online information and our e-library. All are contracted through Sheffield City Council procurement.
- 7.3 We may occasionally arrange one-off purchases from specialist bookshops.

8 Selection Criteria

- 8.1 Stock is selected by a variety of methods including:
- Supplier selection – using defined profiles and rankings for fiction and non-fiction stock agreed with the Service.
 - Bibliographical sources from the internet, publishers and booklists.
 - Recommendation and requests from customers and staff.
- 8.2 Our libraries are placed in Tiers A, B, C, D, based on location, size, issues, number of visitors and membership, profile of the community (Annex 1). This informs our supplier selection, the number of titles bought and where they are located.
- 8.3 Stock is initially allocated to a specific Library, but will move to other Libraries to satisfy reservations, or if no longer being borrowed at that Library.
- 8.4 Our decisions on stock selection consider:
- **Content**, purpose and scope.
 - **Physical format** including e-book and e-audio – some formats may not be suitable for library use and will not be purchased.
 - **Quality** – merits of author, series, reputable publisher, binding, shelf life.
 - **Currency of work** – current affairs, new edition, accurate and comprehensive contents.
 - **Relevance** – known specific and fluctuating demands, topical interest, needs and interest of community, stock gaps.
 - Local Interest.
 - **Sequel** – whether we hold titles in this sequence.
 - Compliance with Public Sector Equality duty.
 - **Ease of use** – social exclusion needs.
 - **Price** – value for money.
 - **Anticipated demand** – likely popularity and customer requests - to inform decisions on relevance and number of copies purchased.
 - Value to existing collections and subject coverage.
 - **Proportion** – fiction to non-fiction and hardback to paperback.

9 Exclusions

- 9.1 Sheffield Libraries supports the Chartered Institute of Library and Information Professionals (CILIP's) statement: Intellectual Freedom, Access to Information and Censorship 2005.

“It is the role of a library and information service that is funded from the public purse to provide, as far as resources allow, access to all publicly available information, whether factual or fiction and regardless of media or format, in which its users claim legitimate interest. [In some cases this will be limited to those areas reflecting the primary purpose of a parent institution; in others it will be generalist in nature]. Access should not be restricted on any grounds except that of the law. If publicly available material has not incurred legal penalties then it should not be excluded on moral, political, religious, racial or gender grounds, to satisfy the demands of sectional interest. The legal basis of any restriction on access should always be stated.”

10 Controversial Stock

- 10.1 In 2007 the Museums, Libraries and Archives Commission (MLA) (whose work has now been taken over by Arts Council England) provided guidance to public library authorities on the provision of library stock that may be considered controversial in nature, i.e. inflammatory and extremist.
- 10.2 This guidance, entitled the 'MLA Guidance on the Management of Controversial Material in Public Libraries 2007', is used by Sheffield Libraries when considering material. In the interest of intellectual freedom material is not to be rejected solely because it is considered controversial.
- 10.3 Controversial material will be evaluated according to this stock policy. Decisions will assume that adult readers are able to make their own critical and reasoned evaluation of views expressed in the content of the item. Where appropriate the Library Officers will seek assistance of relevant external agencies and advisory groups.
- 10.4 It is recognised that children develop emotionally and intellectually at different rates. The expectation is that parents or guardians will supervise their child's reading, reflecting their knowledge of each child's capacity to deal with the content and subject matter.

11 The e-Library

- 11.1 Our stock includes e-books, e-audio books, e-magazines, e-comics and e-newspapers for both adults and children. Access is free with a valid library membership.

- 11.2 This Collection Management Framework applies to electronic content, although there are some variations due to the nature of the format. When we purchase a physical book, it becomes our property. With e-books and e-audio material, each publisher offers different digital rights to the title. Some may allow a certain number of issues (up to 24 or 48), others allow access for a certain number of time (one or two years).
- 11.3 Once these limits are reached, the e-material is removed from the platform until we purchase it again, to allow customers to borrow it. Most of the titles are limited to one book one user at any one time, although some titles can be read at the same time by 50 users.
- 11.4 E-books and e-audio titles are usually more expensive than the physical copies and this impacts the number we can purchase.
- 11.5 Whilst there was a significant increase in e-library use during the pandemic, many of those customers have returned to Libraries and borrowing of physical books. Our stock selection reflects this trend, whilst recognising there continue to be customers who solely use the e-library.
- 11.6 Libraries in the UK are unable to access materials published and sold by Kindle.

12 Donations and External Funding

- 12.1 Adding donated material to the Library Catalogue can require significant amounts of staff time and for this reason we limit the type of items we accept.
- 12.2 Donations may be accepted if they are of interest, good quality and in line with our selection criteria. We do not accept material from house clearances.
- 12.3 Once material is donated it becomes our property. This includes all donated items within Sheffield Libraries, including the Local Studies Library. Items may be donated on, recycled or sold if they are not needed in the Library Collections. This may relate to duplicate items, those that are not of lendable quality or materials that are not in demand.
- 12.4 Any offers of direct funding from organisations or individuals will be considered by the Head of Service. Any material purchased with this funding must conform to our Collection Management Framework.

13 Unsolicited Stock

- 13.1 Authors and publishers can send invoiced stock that we have not ordered in the hope that we will both pay for it and possibly order more copies. Items are not accepted unless they are wanted for our Collection. We do not pay for postage to return unsolicited stock.

14 Reader's Requests and Stock Suggestions

- 14.1 All reader requests for items which are on the Library Catalogue can be reserved free of charge and will be delivered to any Library in Sheffield.
- 14.2 We welcome suggestions to acquire material which we may not have in our Collections, but we do not guarantee to purchase them. The decision to purchase or not will be based on the overall content of our Collections, the budget available, and the anticipated long-term popularity of the title.
- 14.3 For very specialist or expensive material, we may obtain the title from a Library outside Sheffield, or the British Library via an Inter-Library Loan. We will pass on the full charge for this service to customers. The charge is non-refundable due to the significant amount of staff time involved.

15 Out of Print Store

- 15.1 We maintain a collection of out-of-print adult fiction. This is on our library catalogue and free for customers to reserve. These can be delivered to the delivered and returned to any Library in Sheffield.

16 Stock Maintenance and Editing

- 16.1 Library staff are responsible for ensuring that shelf stock is clean, current and well-presented. This is a daily routine task.
- 16.2 Stock Champions within the Service will visit each statutory Library at least once a year to review the stock, discuss gaps or specific areas that need refreshing, receive feedback and note any actions required.
- 16.3 It is important that our Collections are in excellent condition to attract and encourage Library Members and non-Members into our buildings and to borrow more. To help us do this consistently across the system, we have in place clear guidelines as to the standards our customers have the right to expect.
- 16.4 The assessment of book stock includes:
 - Its condition.
 - The content (is it relevant and up to date).
 - Whether it needs be re-located.
 - Whether it should be replaced (e.g. it is part of a series).
 - If it is a last copy.
- 16.5 Decisions are then made on whether stock should be repaired, discarded or added to sales stock.
- 16.6 A book is deemed to be in poor condition if it is/has:
 - Falling to pieces.
 - Dirty/grubby.
 - Pages missing or torn.

- Pages are water damaged.
- Excessive stains on/in the book.
- Excessive writing/comments have been added.
- Dense yellowing or fading.

17 Stock Performance

17.1 We aim to use our stock effectively and measure this on the Library Management System that holds our Library Catalogue. We also manage stock using software that advises when Libraries have too little or too much stock of a particular type, and where our stock can be located to be used more effectively.

18 Withdrawal and Disposal of Stock

18.1 Most lending stock will be withdrawn from circulation, when it is no longer required within Sheffield Libraries. If it is still in a saleable condition this will be offered for sale within the Library.

18.2 We do not withdraw and offer specific titles for sale to customers who request this of us.

18.3 Items that do not sell are collected by companies we use to dispose of unwanted material. We receive a small income from these items.

Annex 1

19 Tiers

- 19.1 Our Libraries are arranged in Tiers. This covers statutory Libraries and non-statutory Libraries that we purchase stock for. The Tier reflects the level of book borrowing in the Library, the number and type of reservations placed, the size of the Library and the demographic of the local community.
- 19.2 The Tiers are used to manage ordering of new material only. Many popular titles have waiting lists. Whilst a book is initially allocated to a particular Library it can fill reservations from across the Library Service, until the waiting lists are resolved.
- 19.3 We review Tiers annually to reflect changes in communities and Library use.

Tier	Library Name	Type of Library
A	Central Library	Statutory
B	Ecclesall Library	Statutory
C	Crystal Peaks Library	Statutory
	Woodseats Library	Statutory
	Chapelton Library	Statutory
	Hillsborough Library	Statutory
D	Broomhill Library	Co-Delivered
	Stocksbridge Library	Statutory
E	Firth Park Library	Statutory
	Highfield Library	Statutory
	Manor Library	Statutory
F	Darnall Library	Statutory
	Parson Cross Library	Statutory
	Woodhouse Library	Co-Delivered
G	Southey Library	Co-Delivered
	Park Library	Co-Delivered
	Burngreave Library	Co-Delivered

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