

Hampshire School Library Service Stock Policy

1. Overview

As a business the needs of our customers are at the forefront of Hampshire School Library Service (SLS) stock policy. Our ambition is to have a dynamic approach to stock selection and stock purchase that is reflective of current educational practises, supportive of reading for pleasure while being inclusive and responsive. The policy covers all stock formats, both physical and digital.

2. Values that Inform our Policy

The following values are embedded in all decisions and actions relating to SLS stock, including selection, promotion and withdrawal. They also inform the advice that SLS provides to subscribing schools in managing their own collections.

Inclusion: Providing our subscribers with stock that is reflective of the diverse world we live in, allowing all readers to see themselves represented within both NF and Fiction stock.

Value for Money: Pursue cost-effective procurement of stock through continuous review of supplier contracts and market trends.

Accessibility: Provide differentiated reading resources in a variety of formats that are accessible by all reading ages and abilities. Stock is readily available to customers via physical centres that are visitor friendly library environments, and via the SLS van exchange programme. Digital stock, including eBooks and AudioBooks, are available through the SLS Virtual Collection.

Literacy: Providing resources to schools to support and develop various reading abilities.

Reading For Pleasure: Providing both books and advisory support to build a reading community within schools and promote reading as a life skill which underpins both the educational and emotional needs of all pupils.

Current Educational Practices: The service responds quickly to new educational practices and National Curriculum changes to provide stock to schools that will support the teaching of subjects.

3. Principles

a. Purchasing Standards

The SLS will purchase stock to support the needs of subscribing schools as they change and evolve.

Consideration is always given to the educational needs of the intended audience, the cost, the quality of writing and for information texts the authority, accuracy and currency of content.

The SLS is proactive where possible in anticipating requests due to seasonal activities, national/local events, government initiatives and education policies. An

open dialogue will be fostered between SLS advisory staff and subscribing schools to ensure their needs are met within the terms of the SLA.

Some light weight and mainstream fiction may be purchased but generally stock is selected to broaden the range of authors and titles available to schools.

Accessible or popular classic texts are purchased, in abridged and/or unabridged versions, where a format that is well produced and appealing to modern readers is available. GCSE texts are not purchased.

The teaching of reading falls outside the scope of SLS remit. SLS does not catalogue or purchase titles from reading schemes that directly support the learning of literacy and teaching of phonics.

The purchasing of resources is targeted towards children age four and over.

b. Censorship

Hampshire Library Service Stock Policy supports the Chartered Institute of Library and Information Professionals (CILIP) guidelines on intellectual freedom which states:

'Intellectual freedom is the right to access and share information, to intellectual activity and creativity, to expression and debate. A fair and prosperous democratic society is built upon access to information and ideas, the ability to develop knowledge and communicate with others. When a library and information service is funded by the public it should provide access to all publicly available information as far as resources allow. Access should not be restricted on any grounds but the law and the legal basis of any restriction should always be stated. Library and information professionals should have full control over collection development, management and access within broad policies set by their organisation'.

See [Freedom of access to information - CILIP: the library and information association](#)

In line with this statement, SLS may purchase any publication which has not incurred penalties under current UK law. We will not add, or remove, any item from our shelves solely at the request of an individual or group. However, we will remove titles that have been withdrawn by the author, publisher or library supplier. Our subscribing schools have local discretion to return items to SLS that they deem unsuitable for their pupils; this will not impact on these items being part of the SLS collection.

Material that is defined by UK legislation as obscene or blasphemous, or which incites religious or political hatred, cannot be stocked or displayed. SLS does not knowingly purchase such material and if any item becomes subject to legal proceedings it will be removed. The Museums, Libraries and Archives commission (MLA) and its successor body - Arts Council England - provides guidance to public library authorities on the provision of library stock that may

be considered controversial in nature, i.e. inflammatory and extremist; this guidance has also been adopted by SLS.

It is recognised that some children's books, considered classics of their times, do not always reflect the today's standards. Where possible, we will replace such books with newer editions that include critical analysis or questions for discussion if the texts retain inherent value within our stock selection criteria.

c. Withdrawals

Stock will be assessed on physical condition, accuracy and currency of content, curriculum relevance and appeal. Editing of stock is conducted at the advisory level.

Copies which have been identified as excess to requirements by a centre but still in good condition are reviewed by all centres prior to their final withdrawal.

Upon the withdrawal of a last copy, the resource record will remain on *Hambase*. When the resource is 15 years old and no copies remain within the SLS collection, the resource record will be recycled.

d. Complaints Process

After receiving a written complaint about a SLS stock item (either physical or digital resource) the following procedure is followed:

1. A formal notification of receipt forwarded to the sender will be sent by the Lead Adviser from the school's SLS Centre.
2. The item will be evaluated considering the comments or the complaint detail at the next SLS Senior Team Meeting.
3. Details of the decision made by SLS will be communicated as soon as possible to the person complaining and the decision implemented as necessary across all SLS holdings.

e. Unsolicited and Self-Published

Unsolicited titles will not be purchased via author or publisher contact but assessed within the existing purchasing framework.

Self-published titles will not generally be bought for stock. Self-publication is defined as where an author has sole control of the content of a book without the collaboration of an established publisher to provide editorial review. This includes publishers that charge the author for the actual printing or production costs of the book, or for some other part of the publishing process such as editing or publicity. This publishing model is different from traditional publishing where profits are derived from book sales.

Our position does not imply any value judgement on the merit of self-published books which may equal, meet or exceed the quality of those published through established channels. However, libraries are reliant on publishers to undertake various editing and legal checks to help eliminate factual error and content that

may be viewed as libellous or counter to law. There is an inherent risk in the absence of such editorial review. Editorial processes also ensure that the correct levels of language and content in children's fiction is appropriate for the target age group. Children's non-fiction titles are checked for accuracy and accessibility and where intended, comply and complement the curriculum. Specialist publishers are expert in this area.

Exceptions are made for books about a Hampshire locality. In such circumstances, there is less likelihood that an established publisher will consider a title commercially viable due to its limited interest and so content and legality remains the responsibility of the author.

4. Collection & Catalogue

Holdings may vary between the SLS Centres according to local demand but will be selected using the same quality criteria.

Stock is both selected for cataloguing and purchasing by the SLS advisory team.

The SLS Advisory team:

- Stays up to date with current publishing trends and children's authors
- Remains familiar with current education practices (eg The National Curriculum and Early Years Framework)
- Exploits professional networks (eg CLIPE, CILIP, Reading Agency, Book Trust, National Literacy Trust)
- Works with educational colleagues within Hampshire (eg HIAS, EMTAS, etc)
- Has been trained in collection curation

a. Catalogue

Titles included on *Hambase* have been endorsed by SLS and meet the needs of the SLS purchasing guidelines.

Purpose of *Hambase*:

- Provides consistency
- Addition of resources to *Hambase* demonstrates a level of value to schools
- Time is saved accessioning copies onto LMS's both in school and by SLS staff

b. Centre Holdings

Stock purchased by each individual SLS centre is considered as part of the SLS stock collection and as such can be requested by any SLS customer via their local SLS contacts.

Each SLS centre purchases stock to reflect the number and type of schools served within the 4-16 age range reflecting the needs of their regional customer base.

c. County Wide Collections

County wide collections are formed to meet specific needs of subscribing schools and are part of the SLS core offering to subscribing schools.

County Wide Collections are formed to meet various accessibility needs and the demands of subscribing schools wherever possible.