

Item: 14

Education, Leisure and Housing Committee: 15 November 2023.

Orkney Library and Archive – Stock Management Policy.

Report by Corporate Director for Education, Leisure and Housing.

1. Purpose of Report

To consider the revised Orkney Library and Archive Stock Management Policy.

2. Recommendations

The Committee is invited to note:

2.1.

That the Stock Management Policy is a core document for the Library and Archive Service to evidence what resources are purchased and displayed in the libraries and on the mobile library van.

2.2.

That Orkney Library and Archive is committed to stocking a wide range of materials in a variety of formats to meet the needs of those living and/or working in Orkney.

2.3.

That Orkney Library and Archive will not place restrictions on, or censor materials, unless at risk of damage or loss, as it aims to promote the diversity of society and communities.

It is recommended:

2.4.

That the revised Orkney Library and Archive Stock Management Policy, attached as Appendix 1 to this report, be approved.

3. Background

3.1.

There has been a public library in Kirkwall since 1683, and with branches now in Kirkwall, Stromness and a Mobile Library Service, the Orkney Library and Archive Service provide a wide range of services to local communities and visitors.

3.2.

The primary function of Orkney Library and Archive is to provide materials and services to meet the cultural, educational, information and recreational needs of individuals, groups and organisations living and/or working in Orkney, regardless of their age, disabilities, gender, race, religion or belief, sexual orientation, educational ability socio-economic background, or geographic location.

4. Orkney Library and Archive Stock Management Policy

4.1.

The Stock Management Policy for the Library and Archive has been in place for a number of years, with its last revision having taken place in 2016. The policy is a core document for the service, informing the purchasing and placement of library and local studies stock.

4.2.

The revised Stock Management Policy for Orkney Library and Archive, attached as Appendix 1 to this report, outlines how items selected for stock are in response to known or anticipated demand, and a primary objective is to provide an extensive range of titles, in formats that are suitable for a given purpose and prove of greatest benefit to customers. This includes stock in large print, non-printed formats and in the digital environment.

4.3.

The policy establishes that Orkney Library and Archive welcome suggestions for stock, as well as welcoming donations in any format with the understanding that the items meet the selection criteria as set out in the attached policy.

4.4.

As detailed in the policy, Orkney Library and Archive will only restrict access to materials to protect them from damage or theft, not as a form of censorship. Orkney Library and Archive acknowledge that some items stocked may cause offense on occasion, but the service is committed to promoting a positive awareness of the multi-cultural nature of Orkney's society and the linguistic and cultural diversity of the local communities.

4.5.

The policy ensures that appropriate stock, irrespective of format, is available within Orkney Library and Archive to ensure the principles outlined at section 4.2 above are met.

4.6.

The policy is comparable to other Stock Management Policies across other public library services in Scotland.

5. Equalities Impact

An Equality Impact Assessment has been undertaken and is attached as Appendix 2 to this report.

6. Island Communities Impact

An Island Communities Impact Assessment has been undertaken and is attached as Appendix 3 to this report.

7. Corporate Governance

This report relates to the Council complying with governance and procedural issues and therefore does not directly support and contribute to improved outcomes for communities as outlined in the Council Plan and the Local Outcomes Improvement Plan.

8. Financial Implications

8.1.

The details set out in the Orkney Library and Archive Stock Management Policy are subject to the level of resources that will be made available to the Library and Archive Service each financial year.

8.2.

The Library and Archive Service operates within the limits of a revenue budget which is approved by the Council each year, and that can be enhanced by external funding streams.

9. Legal Aspects

Orkney Library and Archive provides the public library and archival service for Orkney Islands Council and for areas served by that Council.

10. Contact Officers

James Wylie, Corporate Director for Education, Leisure and Housing, extension 2477, Email james.wylie@orkney.gov.uk

Frances Troup, Head of Community Learning, Leisure and Housing, extension 2450, Email frances.troup@orkney.gov.uk.

Garry Burton, Service Manager (Leisure and Culture), extension 2440, Email garry.burton@orkney.gov.uk.

Vikki Kerr, Team Manager (Libraries and Archives), extension 3027, Email vikki.kerr@orkney.gov.uk.

11. Appendices

Appendix 1: Orkney Library and Archive Stock Management Policy.

Appendix 2: Equality Impact Assessment.

Appendix 3: Island Communities Impact Assessment.



Orkney Islands Council Education Leisure and Housing

Orkney Library and Archive



Stock Management Policy November 2023

Orkney Archive promotes understanding of the history of the Orkney Islands by selecting, preserving and providing access to the archives of Orkney Islands Council and its predecessors, local individuals, estates, businesses and organisations, as well as published material.

Version Control

Document Reference.	Revision.	Issue Date.	Reason for Issue.	Reviewer.	Sign.
LC/002	00.	12/12/23	New Policy.	Service Manager (Area)	

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1. Statement of Purpose

The primary function of Orkney Library and Archive is to provide materials and services to meet the cultural, educational, information and recreational needs of individuals, groups and organisations living and/or working in Orkney, regardless of their age, educational ability, gender, sexual orientation, race, ethnicity, religion, disabilities, or geographic location.

These services are provided via the headquarters of the service in Kirkwall, the library in the Warehouse Buildings in Stromness and the Mobile Library Service which covers both the Orkney Mainland and the Isles.

2. Scope of the Policy

The definition of 'stock' is defined as books, newspapers, magazines in physical and digital formats, as well as maps, printed music, DVDs, music and spoken word recordings, electronic information resources, and any other print, non-print or digital formats.

It must be acknowledged that the number of books and other materials published and released each year is substantial, and that space available in the libraries to house and display these materials is limited, as is the purchasing budget.

Orkney Library and Archive aim to provide an extensive stock collection in a range of formats which is accessible to all and reflects the diversity of our communities.

This Policy will show:

- How we choose the books and other materials that can be found in the libraries in Orkney.
- How we circulate stock.
- Why decisions are made on stock being kept or withdrawn.
- Our position on censorship.
- How we measure the performance of stock.
- How we maintain and promote these materials.

General objectives and principles are:

- To supply the widest possible range of material to library customers.
- To ensure access to reading, learning and cultural opportunities for all.
- To promote reading, literacy, and learning.
- To promote digital inclusion by providing access to digital services.
- To promote health and wellbeing by providing free access to resources.
- To stay current and maintain the high-quality physical condition of the stock.
- To meet library-related needs of the community including people with protected characteristics as specified in the Equalities Act of 2010.

3. Selection

3.1. Overview

Orkney Library and Archive must have knowledge of the needs and profiles of the communities it serves when stock is selected for purchase.

Items selected for stock are in response to known or anticipated demand, and a primary objective is to provide an extensive range of titles, and in formats that are suitable for a given purpose and prove of greatest benefit to customers. This includes stock in large print and non-printed formats.

Stock will recognise and promote a positive awareness of the multi-cultural nature of our society and the linguistic and cultural diversity of the local communities.

3.2. Selection methods

Library and Archive staff routinely consult a variety of sources to find appropriate books for stock. Evidence from the Library Management System (LMS) is used to inform selection and can identify gaps in stock.

Sources used to select titles include:

- Trade bibliographies and websites.
- Library reviewing periodicals.
- Publishers' catalogues and brochures.
- Online databases and websites.
- Media publicity and announcements.
- Staff and customer suggestions/requests.
- Groups, including local book and writing clubs.

3.3. Selection criteria

Adult, Teenage and Junior Fiction and Non-Fiction stock (in physical, audio and digital formats) are primarily selected using the following criteria:

- Present and potential relevance to community needs.
- Relevance to existing collections.
- Suitability of subject, style and reading level for the intended audience.
- Depth of coverage.
- Comprehensiveness of scope.
- Price/value/maintenance cost.
- Literary and artistic merit.
- Local and Scottish content and/or authorship.
- Potential to enrich and support the curriculum.

- Appropriate formats for age and ease of use, particularly by the visually or physically impaired.
- Evidence of popularity of similar materials.

3.4. Local collections

Orkney Library and Archive maintains a local reference collection, containing both fiction and non-fiction titles, to make available a comprehensive collection of published and publicly available information about Orkney, Orcadians, Shetland, and subjects of long-term local interest.

The materials making up the local reference collection are selected and acquired from the same sources as other library materials as well as from local auction sales of antiquarian books and antiquarian bookseller catalogues.

Generally, there is no disposal of stock from this collection, through this is at the discretion of the appropriate manager.

The local collection is stored separately from other library stock and is made available in the Archive/Orkney Room area.

3.5. Customer requests

Orkney Library and Archive welcome suggestions for stock. Customers can request items to be added to stock via library staff, email, or telephone.

Request for items not in stock will be considered for purchase if they are in print and if they meet the selection criteria listed in sections 3.3/3.4 of this document. Some items may be rare, and in such circumstances, we may offer them as reference only to be read in the library.

The decision not to purchase a requested item for stock may be influenced by any of the following factors:

- Unsuitable format (e.g. loose leaf binding).
- Budget constraints.
- Poor content or presentation.
- Outdated information.
- Low demand.
- Not relevant to Scotland (e.g. English Law or regulations).

3.6. Donations

Orkney Library and Archive welcome donations in any format with the understanding that the items meet the selection criteria in sections 3.3/3.4 of this document, and that the items themselves are in good condition.

Donations become the property of the Library and Archive, and staff will decide what branch(es) the donations will be stocked in and how many copies, if relevant, will be retained. Staff will also decide if the books become part of a display.

Items considered unsuitable for stock will be sold in the library book sale or sent to Better World Books, with the resulting income retained by the Library and Archive service.

The Library and Archive stock is purchased through our contracted suppliers. Unsolicited items sent to us will not be considered for purchase and will not be returned to the sender. Authors who wish to make their books available for selection by contracted library suppliers should register the details of their book with Bibliographic Data Services. Alternatively, authors can donate a copy of their book to the Library and Archive.

4. Censorship

Orkney Library and Archive's role as a free forum for ideas precludes censorship. The Chartered Institute of Library and Information Professionals (CILIP) states that:

The function of a library service is to provide, as far as resources allow, all books, periodicals etc., other than the trivial, in which its readers claim a legitimate interest. In determining what is a legitimate interest the librarian may safely rely on one guide only – the law of the land. If the publication of such matter has not incurred penalties under the law it should not be excluded from libraries on any moral, political, religious, or racist grounds along, to satisfy any sectional interest. (Freedom of Access to Information, CILIP Guide, 2015)

The Library and Archive will only restrict access to materials to protect them from damage or theft, not as a form of censorship.

The Library and Archive do not label items to warn customers of potentially sensitive content, and it is acknowledged that on occasion individuals may find some items in the Library and Archive offensive.

5. Maintenance

As in any library, constraints upon space and the continual purchase of new stock requires the regular management and removal of existing material.

Orkney Library and Archive staff have the responsibility of keeping stock well maintained, tidying shelves and assessing the condition of stock at the point it is returned.

In general, materials will be removed from stock when deemed to be:

- Outdated content which could mislead customers.
- Superseded by newer, or revised version.
- In poor physical condition when repair and/or recovery is not appropriate.
- No longer in current use and unlikely to be in future demand.

- Duplicates of titles no longer popular (quality duplicates may be retained for use by book groups etc.)

Once an item has been identified for disposal it will be sold in the library book sale or sent to Better World Books, with the resulting income retained by the Library and Archive service. If the condition of the item is poor which means it cannot be sold, it will be sent for recycling.

Items not normally withdrawn from stock are:

- Orkney materials.
- Classics and Scottish materials (unless in poor physical condition).

6. Stock Performance

Orkney Library and Archive needs to measure the performance of stock to ensure that our primary resource is in the right place to encourage use by customers.

Identifying gaps in subject coverage or of particular titles is a continuous process and all library staff contribute to this process.

The LMS is used to measure stock performance and identify areas of poor stock. Poor stock is defined as:

- Fiction with no issues in the last 3 years.
- Non-fiction stock with no issues in the last 5 years.
- DVDS with no issues within the last 2 years.
- Audio books with no issues within the last 2 years.

Regular weeding and refreshing of titles with proportional quantity of stock allows the library to provide a tailored, proportional, and relevant collection to our communities.

7. Promotion and Publicity

The use and promotion of Library and Archive stock in all its formats takes place daily and is undertaken by all Library and Archive staff. Stock promotion is used to:

- Make the best use of stock.
- Raise awareness of the range of stock and services available (in branch and online).
- Ensure that the stock reflects the diversity of collections and titles.
- Promote books, reading, lifelong learning, digital skills and social inclusion.

Stock promotion is undertaken in a range of ways, such as displays in the libraries, on social media, on the library website and public catalogue.

8. Review

This policy will be reviewed regularly (at least every three years), with revisions of individual sections being undertaken as required.

A copy of the Orkney Library and Archive Stock Management Policy will be readily available to the public during all open hours and will be always available on the Library and Archive website.



Equality Impact Assessment

The purpose of an Equality Impact Assessment (EqIA) is to improve the work of Orkney Islands Council by making sure it promotes equality and does not discriminate. This assessment records the likely impact of any changes to a function, policy or plan by anticipating the consequences, and making sure that any negative impacts are eliminated or minimised and positive impacts are maximised.

1. Identification of Function, Policy or Plan	
Name of function / policy / plan to be assessed.	Orkney Library & Archive Stock Management Policy
Service / service area responsible.	Education, Leisure and Housing/ Leisure and Culture
Name of person carrying out the assessment and contact details.	Garry Burton Email: garry.burton@orkney.gov.uk Ext. 2440
Date of assessment.	12 September 2023
Is the function / policy / plan new or existing? (Please indicate also if the service is to be deleted, reduced or changed significantly).	Existing. This is a revision of a previous Stock Management Policy that was last updated in 2016. There are no significant changes to this latest version.

2. Initial Screening	
What are the intended outcomes of the function / policy / plan?	The Policy outlines how the Library & Archive provide materials and services to meet the cultural, educational, information and recreational needs of individuals, groups and organisations living and/or working in Orkney, regardless of their age, educational ability, gender, sexual orientation, race, ethnicity, religion, disabilities, or geographic location.
Is the function / policy / plan strategically important?	Yes, the Policy outlines what materials the Library & Archive provide access to and how they are managed. This is a fundamental core activity for the Service and its customers.
State who is, or may be	Council staff within the Library & Archive are

<p>affected by this function / policy / plan, and how.</p>	<p>affected as the Policy prioritises the stock being brought into the Library & Archive and identifies that not everyone will agree with some of the content selected for stock.</p> <p>General members of the public will be affected. The Policy relates to stock (both physical and digital) that customers will have access to, as well as when resources will no longer be stocked.</p> <p>The Policy also outlines that stock will not be censored which may impact on some peoples' personal views.</p>
<p>How have stakeholders been involved in the development of this function / policy / plan?</p>	<p>Staff within the Library & Archive have been consulted on the slight amendments made within this most recent Policy.</p>
<p>Is there any existing data and / or research relating to equalities issues in this policy area? Please summarise.</p> <p>E.g. consultations, national surveys, performance data, complaints, service user feedback, academic / consultants' reports, benchmarking (see equalities resources on OIC information portal).</p>	<p>The subject of reflecting the diversity of communities and library resources, making them accessible to all is strategic aim 1.5 of Forward: Scotland's Public Library Strategy 2021-2025: Forward: Scotland's Public Library Strategy (scottishlibraries.org)</p> <p>There is also research being showcased by CILIP (The Library and Information Association) on this subject: Controversial materials in libraries and what to do about them - CILIP: the library and information association</p> <p>There was a research paper written by the Museums Libraries and Archives Council in 2009: Guidance on the management of controversial material in public libraries but this is now seen to be slightly outdated and is being superseded by newer research.</p>
<p>Is there any existing evidence relating to socio-economic disadvantage and inequalities of outcome in this policy area? Please summarise.</p> <p>E.g. For people living in poverty or for people of low income. See The Fairer Scotland Duty Guidance for Public Bodies for further information.</p>	<p>Direct public access is provided free of charge in Orkney Library & Archive, with staff present to assist visitors in finding the information they need. Orkney Library & Archive is committed to promoting equality of opportunity in all aspects of the service.</p> <p>Orkney Library & Archive recognises the importance of access to information online and its digital collections to ensure wider access generally.</p> <p>Free public Wi-Fi is available to all visitors.</p>
<p>Could the function / policy have a differential impact on any of the following equality</p>	<p>(Please provide any evidence – positive impacts / benefits, negative impacts and reasons).</p>

areas?	
1. Race: this includes ethnic or national groups, colour and nationality.	The Policy outlines the commitment to stock and provide access to content regardless of race or ethnicity, which will be inclusive for all.
2. Sex: a man or a woman.	The Policy outlines the commitment to stock and provide access to content regardless of gender, which will be inclusive for all.
3. Sexual Orientation: whether a person's sexual attraction is towards their own sex, the opposite sex or to both sexes.	The Policy outlines the commitment to stock and provide access to content regardless of sexual orientation, which will be inclusive for all.
4. Gender Reassignment: the process of transitioning from one gender to another.	The Policy outlines the commitment to stock and provide access to content regardless of gender, which will be inclusive for all.
5. Pregnancy and maternity.	No
6. Age: people of different ages.	The Policy outlines the commitment to stock and provide access to content regardless of age, which will be inclusive for all.
7. Religion or beliefs or none (atheists).	The Policy outlines the commitment to stock and provide access to content regardless of religious beliefs, which will be inclusive for all.
8. Caring responsibilities.	No
9. Care experienced.	No
10. Marriage and Civil Partnerships.	No
11. Disability: people with disabilities (whether registered or not).	The Policy outlines the commitment to stock and provide access to content regardless of disabilities, which will be inclusive for all.
12. Socio-economic disadvantage.	Access to Library & Archive stock is free for all.

3. Impact Assessment

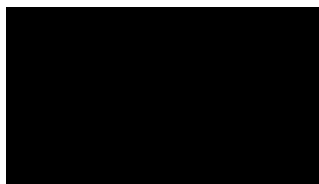
Does the analysis above identify any differential impacts which need to be addressed?	No
How could you minimise or remove any potential negative impacts?	The Policy aims to ensure that the collections continue to accurately reflect the lives of all individuals and communities throughout the islands; having staff present to assist visitors in finding the information they need; and not censoring information by acknowledging that not

	<p>everyone will want to read all the content within the Library & Archive.</p> <p>Orkney Library & Archive is committed to promoting equality of opportunity in all aspects of the service.</p> <p>The Stock Management Policy should therefore have positive impacts in relation to equalities.</p>
Do you have enough information to make a judgement? If no, what information do you require?	Yes

4. Conclusions and Planned Action

Is further work required?	No.
What action is to be taken?	None
Who will undertake it?	N/A
When will it be done?	N/A
How will it be monitored? (e.g. through service plans).	N/A

Signature:



Date: 12 September 2023

Name: GARRY BURTON

(BLOCK CAPITALS).

Please sign and date this form, keep one copy and send a copy to HR and Performance. A Word version should also be emailed to HR and Performance at hrrsupport@orkney.gov.uk

Island Communities Impact Assessment

[Orkney Library & Archive Stock Management Policy]


Preliminary Considerations	Response
Please provide a brief description or summary of the policy, strategy, or service under review for the purposes of this assessment.	A Stock Management Policy is a document that all public libraries across the country have in place to inform the public how the library makes decisions on what resources to stock for its customers. The Orkney Library & Archive Stock Management Policy has been in place for a number of years, and was last reviewed in 2016, therefore, it requires to be updated.
Step 1 – Develop a clear understanding of your objectives	Response
What are the objectives of the policy, strategy, or service?	The Stock Management Policy outlines how stock is selected, circulated, promoted, and withdrawn. It also advises how gifted stock is dealt with as well as issues surrounding censorship and stock performance.
Do you need to consult?	No
How are islands identified for the purpose of the policy, strategy, or service?	The Policy covers the whole local authority area, including all the inhabited islands where a library service is offered.
What are the intended impacts/outcomes and how do these potentially differ in the islands?	<p>The Stock Management Policy sets out to ensure that the library service meets the needs of all community members living and working in Orkney, including on the outer islands, by stocking a wide variety of resources and in accessible formats.</p> <p>The stock is available to all residents in Orkney, regardless of their location on the islands, by providing library services via the mobile library and book boxes where necessary.</p>
Is the policy, strategy, or service new?	No, it is a revised policy.
Step 2 – Gather your data and identify your stakeholders	Response

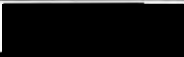
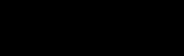

What data is available about the current situation in the islands?	Statistics are gathered monthly regarding issues of stock from the branch libraries as well as the mobile library service on the outer islands. There are also statistics for the number of book boxes that are sent to library customers on Papa Westray and North Ronaldsay.
Do you need to consult?	There are yearly library surveys which all customers can access and fill in – the most recent survey is a Scotland wide library survey collecting data for the Association of Public Libraries Scotland running between the 1 st and 21 st October 2023 which can be filled in online or in paper format. This is advertised on the library's website/social media channels and paper copies are available in the library branches and on the mobile library van. Orkney Library will be able to access the results from our stakeholders to inform future decision making around library services.
How does any existing data differ between islands?	There are differences in the number of people who use the mobile library service between the islands and those who access branches in Kirkwall and Stromness.
Are there any existing design features or mitigations in place?	Customers can reserve stock via the library's online catalogue which will then be issued to them and delivered via the mobile library or in a book box if they cannot access the branches in Kirkwall or Stromness.
Step 3 – Consultation	Response
Who do you need to consult with?	See above in step 2.
How will you carry out your consultation and in what timescales?	See above in step 2.
What questions will you ask when considering how to address island realities?	N/A
What information has already been gathered through consultations and what concerns have been raised previously by island communities?	There have been no indications of the need for different stock as all current stock is circulated around all inhabitants in Orkney accessing library resources.

Is your consultation robust and meaningful and sufficient to comply with the Section 7 duty?	Yes.
Step 4 – Assessment	Response
Does your assessment identify any unique impacts on island communities?	No.
Does your assessment identify any potential barriers or wider impacts?	No.
How will you address these?	N/A
<p>You must now determine whether in your opinion your policy, strategy or service is likely to have an effect on an island community, which is significantly different from its effect on other communities (including other island communities).</p> <p>If your answer is No to the above question, a full ICIA will NOT be required and you can process to Step 6.</p> <p>If the answer is Yes, an ICIA must be prepared and you should proceed to Step 5.</p> <p>To form your opinion, the following questions should be considered:</p> <ul style="list-style-type: none"> • Does the evidence show different circumstances or different expectations or needs, or different experiences or outcomes (such as different levels of satisfaction, or different rates of participation)? • Are these different effects likely? • Are these effects significantly different? • Could the effect amount to a disadvantage for an island community compared to the Scottish mainland or between island groups? 	
Step 5 – Preparing your ICIA	Response
In Step 5, you should describe the likely significantly different effect of the policy, strategy, or service:	
Assess the extent to which you consider that the policy, strategy or service can be developed or delivered in such a manner as to	

improve or mitigate, for island communities, the outcomes resulting from it.	
Consider alternative delivery mechanisms and whether further consultation is required.	
Describe how these alternative delivery mechanisms will improve or mitigate outcomes for island communities.	
Identify resources required to improve or mitigate outcomes for island communities.	
Stage 6 – Making adjustments to your work	Response
Should delivery mechanisms/mitigations vary in different communities?	No, stock is circulated across all Orkney communities and residents who wish to use the library and its resources.
Do you need to consult with island communities in respect of mechanisms or mitigations?	No.
Have island circumstances been factored into the evaluation process?	Stock is circulated across all Orkney communities and residents who wish to use the library and its resources.
Have any island-specific indicators/targets been identified that require monitoring?	No.
How will outcomes be measured on the islands?	N/A
How has the policy, strategy or service affected island communities?	Stock is circulated across all Orkney communities and residents who wish to use the library and its resources.
How will lessons learned in this ICIA inform future policy making and service delivery?	N/A
Step 7 – Publishing your ICIA	Response
Have you presented your ICIA in an Easy Read format?	Yes
Does it need to be presented in Gaelic or any other language?	No

Where will you publish your ICIA and will relevant stakeholders be able to easily access it?	Orkney Islands Council's Website with relevant Education, Leisure and Housing Committee Report and Minutes.
Who will signoff your final ICIA and why?	Frances Troup, Head of Community Learning, Leisure and Housing – Head of Service.

ICIA completed by:	Vikki Kerr
Position:	Team Manager (Libraries & Archives)
Signature:	
Date complete:	16/10/2023

ICIA approved by:	Garry Burton 
Position:	Leisure and Culture Service Manager 
Signature:	
Date complete:	16/10/2023