

**Neighbourhood Services Department**  
**Torfaen Library and Information Service**

**Resource Selection and Management Policy**

**1. BACKGROUND**

1.1 Library services in Torfaen are delivered in accordance with:

1.2 The legal requirement to provide a comprehensive and efficient library service to everyone who lives, works or is being educated within its boundaries regardless of age, ability, gender or race.

1.3 The Welsh Public Library Standards and annual assessment exercise.

1.4 The Welsh Government's Libraries Inspire Strategy for public libraries (and any subsequent WG strategy for public libraries which supercedes it).

1.5 The library service mission statement is: "Eich hysbysu, eich diddannu, eich ysbrydoli – Be informed, be entertained, be inspired."

**2. RESOURCE SELECTION AND MANAGEMENT OBJECTIVES**

2.1 Appropriate resources (books in English, Welsh and minority languages, magazines, newspapers, audio books, e-books and electronic resources) will be selected, purchased and provided at service points and via outreach activities.

2.2 The Library Service seeks to improve the quality of life for all those living, working or studying in Torfaen regardless of age, gender, disability or ethnic origin.

2.3 The Service will strive to meet customers' needs for:

- Information
- Lifelong learning
- Cultural enrichment
- Personal enjoyment

**3. RESOURCE PROVISION**

3.1 Each library will provide resources relevant to local needs at a level appropriate to its size, known demand and allocated funding.

3.2 Cwmbran Library, as the largest library, will hold a wider range of lending resources. It will be the main centre for reference enquiries and house the majority of the local history material.

3.3 Items bought for individual service points should be regarded as a borough wide resource available through the request system.

3.4 Staff have a responsibility to select the most suitable format of stock to meet the needs of and provide the greatest benefit to library users.

3.5 Donations are subject to the same criteria as purchased stock. Torfaen Libraries reserve the right to decide on the location of donations selected for stock and to dispose of those items which are not required.

3.6 Requests for items not in stock will be assessed as part of the normal selection process.

3.7 Requested items not available for purchase (out-of-print) or not deemed a valid addition to stock will be satisfied through the free inter-library loan services provided by the Books 4 U scheme.

## **4. RESOURCE SELECTION AND ACQUISITION**

### **4.1 Acquisition**

Torfaen Libraries is a member of the Welsh Book Purchasing Consortium which formally tenders for a main supplier every 3 years. Joint procurement attracts companies able to offer an excellent range of stock at very competitive levels of discount, thus maximising the book fund. This satisfies the Council's requirement for services to be delivered via the principles of Best Value.

4.1.1 Specialist suppliers are used for the procurement of large print, audio books and e-books.

4.1.2 Welsh language materials and titles of local interest may be acquired locally and/or direct from the authors/publishers. If appropriate and competitive we may also use a national supplier to source this material.

### **4.2 Responsibility for Selection**

4.2.1 The selection of resources is the responsibility of professional staff selecting on a borough wide basis. Feedback from frontline staff will contribute to the selection process to ensure that customer needs are catered for.

## **4.3 Selection Criteria**

### **4.3.1 General Criteria**

- Aims as defined in section 2.1
- Appeal to the reader
- Content
- Legibility
- Format
- Currency
- Quality of presentation and production
- Price
- Comparison with existing resources on the same subject

### **4.3.2 Fiction**

Torfaen Libraries recognises the need to support and promote the novel as a literary form by purchasing works by established and new authors. These works will include examples of Welsh language novels, Welsh writing in English, first novels, experimental novels and novels in translation.

4.3.3 It is important that purchasing patterns reflect an appropriate balance between the needs for both popular and more literary fiction.

4.3.4 It is assumed that adult readers are capable of making their own evaluation of views and opinions expressed in books.

4.3.5 Specialist suppliers may be used to source books in foreign languages for ethnic minorities living and working in Torfaen.

### **4.3.6 Non-Fiction**

Subject content, accuracy and presentation will be the principal criteria for the selection of non-fiction material.

### **4.3.7 Audio Visual Resources**

Audio books will be purchased to service the needs of all customers.

4.3.8 We will provide e-books, e-audio books and e-magazines through appropriate consortium arrangements.

### **4.3.9 Electronic Resources**

Increasingly, material is becoming available in a range of digital formats and as online subscriptions. These will be assessed for suitability and made available to customers as funding permits.

#### 4.3.10 **Junior Resources**

4.3.11 In Wales all babies and toddlers receive free bilingual books as part of the Bookstart initiative. Public libraries are then expected to build upon this foundation to ensure that that the right resources reach the right child at the right time.

4.3.12 Resources will be selected which:

- Stimulate children to read for pleasure
- Develop the use and understanding of language
- Contribute towards the intellectual, emotional, psychological and social development of the child
- Encourage a life-long reading habit
- Provide positive images of negative stereotypes
- Reflect equal opportunities
- Foster respect for different cultural backgrounds
- Support formal and continuing education
- Feed the imagination

4.3.13 To satisfy the needs of junior customers, from babies through to teenagers, resources will be selected and acquired in a range of formats including:

- Hardbacks
- Paperbacks
- Board books
- Picture books
- Audio books
- Large print
- Magazines and comics
- Bilingual materials
- Internet resources

4.3.14 Collections providing advice on pregnancy, parenting skills and relationship issues will be maintained at each library for the benefit of parents and carers.

#### 4.4 **Censorship**

4.4.1 Torfaen Libraries will not purchase or display resources that contravene UK legislation concerning obscenity or blasphemy or that incite religious or political hatred. This is in line with national guidance on the management of controversial material.

4.4.2 Publications which have not incurred any penalties under the law, will not be excluded merely because they are controversial, but will be evaluated and judged according to the selection criteria.

## **5 STOCK MAINTENANCE**

5.1 Ideally resources for adult and junior customers should be replenished at 8.9 year intervals. The Service will attempt to meet this standard subject to budgetary constraints.

5.2 Resources will be edited annually and out of-date, damaged or non-issuing items will be removed from the collections. Only professionally qualified staff will have the authority to withdraw items from stock.

5.3 Non-issuing items should be reviewed by professional staff and if deemed appropriate:

- Moved to another service point
- Placed in the Cwmbran Library Stack collection

5.4 Withdrawn resources will be sold or recycled by specialist book-disposal companies on behalf of Torfaen Libraries.