

Collingwood Library Stock Management Policy

The library endeavours to ensure that all book stock portrays people of different races, classes, nationalities and sexual orientation in a positive light while understanding that some fiction may describe prejudicial attitudes as part of its portrayal of the world.

Non-fiction

- Stock will support the current curriculum and will be up to date and in good condition
- Relevant text books will be kept for reference and if further copies are available, these can be loaned out
- Reading material will be available to support and encourage a wide range of interests and reading abilities.

Fiction

- A copy of each English set text will be stocked
- The library will have a good selection of young adult fiction to encourage reading for pleasure
- Classics and modern classics will be stocked
- High interest/low reading age books will be clearly identified
- Graphics/manga will be stocked separately.

Reference

- Current text books will be available for all subject areas
- Revision guides will be available for all subject areas
- English dictionaries will be stocked to suit a range of ability levels.
- Dictionaries of other languages will be stocked. These will reflect the languages taught and the languages spoken in College
- Thesauri – basic and advanced
- Atlases – relevant and up to date
- Set of up to date encyclopaedia.

Periodicals

- Weekly local newspapers
- National newspapers
- Young People's newspaper
- General interest magazines
- Subscriptions to GCSE magazines
- Subscriptions to AS/A2 journals.

Online Resources

- Library catalogue
- Issues online
- Essential articles
- Mediamagazine
- e-magazine
- eBooks on kindle.

Stock Selection

Books are selected according to the following procedures:

Non-fiction

- Annual feedback from staff regarding curriculum changes
- Requests throughout the year from teachers as the need arises
- Requests from students
- Text books are updated to reflect changes in curriculum.

Fiction

- New titles
- Requests from students
- Visits from publishers
- Recommendations from SLA (School Library Association)
- Recommendations from reading websites.

Reference

- Current text books - consultation with teaching staff
- Revision guides - consultation with teaching staff
- English dictionaries - replace when new edition is available
- Foreign language dictionaries - increase the range as required
- Thesauri – replace when new edition is available
- Atlases – replace when new edition is available
- Set of up to date encyclopaedia – replace every 10 years.

Periodicals

- Weekly local newspapers – purchase as required
- National newspapers – purchase as required
- Young People's newspaper – assess usage annually
- General interest magazines – purchase as required
- Subscriptions to GCSE magazines – monitor usage of current magazines and respond to requests of new magazines from teaching staff
- Subscriptions to AS/A2 journals – monitor usage of current magazines and respond to requests of new magazines from teaching staff.

Online Resources

- Library catalogue - review annually and upgrade as required
- Issues online - monitor usage annually
- Essential articles - monitor usage annually
- Online magazines/journals - monitor usage and respond to requests from teaching staff
- eBooks – respond to student requests.

Stock Maintenance

Book stock will be monitored regularly to ensure that it is relevant, up to date and attractive.

Stock that does not fulfil this criteria will be weeded according to the following principles:

Non-fiction

This must contain accurate, up to date and presentable information.

It will be checked regularly and should be weeded off if any of the following apply:

- If books covering topical issues such as environmental, medical, technological issues, are over 5 years old
- If books covering the topic of Science, IT, Technology and Geography are over 5 years old
- If books covering topics other than those listed above have not been borrowed for 10 years
- If books were published more than 15 years ago
- If books no longer look presentable
- If books are no longer relevant to the curriculum.

Fiction

Fiction held in the main section of the library will be weeded off if it has not been borrowed for at least 5 years. (Exceptions will be made if the book is part of a series).

Senior fiction classics may be kept for longer if still in a presentable condition

Reference Books

- Current text books – remove when no longer relevant
- Revision guides – remove when no longer relevant
- English Dictionaries – replace when in poor condition
- Foreign Language Dictionaries – replace when in poor condition
- Thesauri – replace when in poor condition
- Atlases - replace when no longer accurate
- Encyclopaedia – replace when 10 years old.

Periodicals

- Weekly local newspapers – review on an ongoing basis
- National newspapers – review on an ongoing basis
- Young People's newspaper – assess usage annually

- General interest magazines – review on an ongoing basis
- Subscriptions to GCSE magazines – monitor usage annually
- Subscriptions to AS/A2 journals – monitor usage annually.

Online Resources

These will be assessed on an annual basis and renewed or not, as appropriate.

Disposal of Unwanted Stock

Stock may be disposed of in the following ways:

- Offered to Heads of Department if still relevant and in good condition
- Offered to the SEN Department if still relevant and in good condition
- Offered to charities such as 'Better World Books'
- Offered to students
- Recycled if not required by any of the above.

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