

Stock management: Development

Service Definition

Library stock will reflect the needs of the organisation. Stock will be reviewed and updated throughout the year to incorporate new developments, projects, customers' information needs, and education curricula and content.

Stock will be updated to include new editions of well used items if sufficient funds are available.

Damaged books will be replaced if they cannot be repaired and there is still a perceived demand.

All new acquisitions are reliant on sufficient funds being available.

Monitoring Process

Heritage reports will be produced to analyse usage of stock.

Purchasing decisions should be justified according to the collection development policy.

Unused/ low-usage items: Analysis will be carried out on an annual basis to identify any trends for low or non-use.

New additions to stock will be communicated to library users through our electronic newsletters.

Performance Indicators

No more than 10% of items need to have their availability status changed to withdrawn due to lack of usage.

Feedback from customers will show satisfaction levels with stock offer.

90% of new stock should be identified through either customer requests or results from the usage analysis.

What we expect from our users

To notify us of any books that they are unable to find but would like to access.

To proactively suggest book titles and other resources that they would use.

Policy Reference

Stock management: Development v10

Review Schedule

Every 6 months.

Next review date: May 2021