

**REPORT TO: NEIGHBOURHOOD RESOURCES AND DEVELOPMENT COMMITTEE
8 JANUARY 2001**

**REPORT ON: THE INTRODUCTION OF A STOCK SELECTION POLICY TO FACILITATE THE
EFFECTIVE SELECTION OF STOCK FOR ALL LIBRARIES ACROSS THE CITY**

REPORT BY: DIRECTOR, NEIGHBOURHOOD RESOURCES & DEVELOPMENT

REPORT NO: 25-2001

1.0 PURPOSE OF REPORT

1.1 To seek approval from the committee to introduce a stock selection policy, which will guide library and information staff in the effective selection of materials for library users across the City.

2.0 RECOMMENDATIONS

2.1 It is recommended that the Committee approve the adoption of this policy document.

3.0 FINANCIAL IMPLICATIONS

3.1 There are no financial implications in this report. The introduction of the policy will ensure that the resource budget for library stock is used in the most cost-effective manner.

4.0 LOCAL AGENDA 21 IMPLICATIONS

4.1 The policy sets out general guidelines for selection, and also allows scope for the needs of local communities to be taken into account.

4.2 Emphasis is placed within the policy on the selection of stock which will facilitate learning and development opportunities for local people, thus contributing to the Council's vision of lifelong learning and active, informed citizenship.

5.0 EQUAL OPPORTUNITIES IMPLICATIONS

5.1 The policy encompasses the needs of library users, both adults and children, with physical and learning disabilities. It also addresses the needs of those whose first language is not English.

6.0 BACKGROUND

6.1 The Central Library and the lending services of Neighbourhood Libraries have recently been the subject of Best Value Reviews. In both cases, the quality and range of stock provided within the libraries was pointed up by library users as a critical success factor.

6.2 The Scottish Library and Information Council has recently indicated that all library authorities should have in place a comprehensive written stock management policy.

6.3 A working party comprised of staff who have a responsibility for stock management has been set up, with a remit to produce a written policy providing guidance on effective stock selection for both adults and children. A copy of this policy is appended to this report.

6.4 In addition to ensuring that a cost-effective approach is taken to this crucial aspect of library work, the policy also emphasises the need to cater to users with a wide range of learning, educational and recreational needs.

- 6.5 The policy document will also inform elected members and citizens of Dundee about the principles used in the selection of materials for addition to stock in libraries.
- 6.6 Training sessions for all library staff who have a responsibility for stock selection will be organised to ensure that policy guidelines are adhered to.
- 6.7 Regular user satisfaction surveys will be conducted, analysed and responded to, thus ensuring that the needs of all communities served are being satisfied.
- 6.8 A stock development policy will be produced in 2001. This will encompass the rotation and promotion of stock, with the aim of ensuring that maximum use is made of all stock purchased.

7.0 CONSULTATIONS

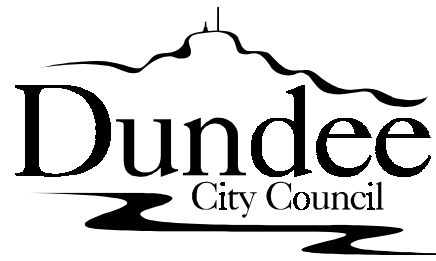
The Directors of Finance and Support Services have been consulted in the preparation of this Report.

8.0 BACKGROUND PAPERS

- 8.1 No background papers as defined by Section 50D of the Local Government (Scotland) Act 1973 (other than any containing confidential or exempt information) were relied on to a material extent in preparing the above Report.

Director, Neighbourhood Resources & Development Department

Date



*Neighbourhood Resources
and Development*

STOCK SELECTION POLICY

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Purpose

The purpose of this document is to guide library and information staff in the effective selection of stock for both adults and children.

It will also inform elected members and citizens of Dundee about the principles used in the selection of materials for addition to stock in libraries.

The policy encompasses books and audio-visual material for loan, reference material and newspapers and periodicals. As well as selection criteria, it covers guidelines on conservation, binding, replacing and deleting stock. Guidance is also included on the acceptance of donations.

Dundee City Council aims to provide opportunities for learning and development to build informed and active citizens. The Neighbourhood Resources and Development Department reflects these aims by providing through its library service resources which are of a high standard, relevant, current and wide-ranging in coverage. These resources must meet the needs of communities served and in order to monitor and respond to changes in community needs regular surveys of user satisfaction levels are conducted, analysed and responded to appropriately.

STOCK SELECTION: ADULTS

Aims of Selection

- To provide a wide range of resources representing a balance of opinion.
- To provide resources which encourage reading, listening or viewing for relaxation and enjoyment.
- To provide resources appropriate for those who wish to acquire new skills or participate in lifelong learning.
- To provide resources which allow individuals and/or organisations to satisfy their information requirements across a wide range of subjects.
- To provide resources for the study of local history and heritage.
- To provide resources for the needs of the multi-cultural community which the Department serves.

Selection Criteria

Category: Fiction

Coverage

- A wide range of modern and classic novels will be purchased.
- Novels by Scottish authors will be afforded due consideration, in line with the findings of SLIC report "A National Strategy for Scottish Material."
- Quantities of popular titles will be purchased to meet anticipated demand.
- Resources will be purchased in languages other than English.

Format

- Novels will be purchased in both hardback and paperback as appropriate.
- Titles will be purchased in large print to meet the needs of users with visual impairment, or other reading requirements.
- Titles will be purchased in spoken word to meet the needs of users with visual impairment or other requirements.

Quality

- Consideration will be given to standard of binding, quality of paper, typeface and overall presentation.

Content

- The widest range of writing styles representing all interests and including controversial and experimental literature will be covered.
- Please see Appendix 1 for the Library Association Statement on censorship
- Consideration will be given to any available review material.

Category: Non-Fiction

Coverage

- Resources which enable people to gain access to information.
- Resources which enable people to undertake detailed research.
- Resources which assist people in pursuing an interest or hobby.
- Resources of particular Scottish interest, in line with the findings of SLIC report "A National Strategy for Scottish Material."
- Resources which people will read, listen to or view for relaxation and enjoyment.
- Resources will be purchased in languages other than English.

Format

- Resources will be purchased in hardback and paperback as appropriate.

Quality

- Consideration will be given to standard of binding, quality of paper, typeface and overall presentation.

Content

- Consideration will be given to accuracy of content.
- Resources selected should have current or enduring relevance.
- Consideration will be given to quality of indexing.
- Consideration will be given to quality of illustrations.
- Consideration will be given to provision of citations.
- Consideration will be given to the authority of author and publisher.
- Consideration will be given to any available review material.

Category: Recorded Music

Coverage

- A wide range of material will be purchased to reflect the output of the current music market, subject to BPI (British Phonographic Industry) guidelines.
- Neighbourhood Libraries will purchase principally mainstream material, while Central Library will purchase mainstream and more specialised material.

Format

- Compact discs and cassettes will be purchased, although this will be subject to review.
- New media formats will be considered as they enter the mainstream market.

Content

- Consideration will be given to any available review material.

Category: Video

Coverage

- A wide range of modern and classic films will be purchased.
- Special consideration will be given to works in the following categories:-
 - films produced in Scotland and/or with Scottish directors and/or reflecting themes of Scottish life.
 - world cinema, with subtitles, reflecting other cultures.
 - documentary and educational subjects.
- Material will be purchased for children as well as for adults.
- The range purchased is not intended to compete with commercial outlets.
- Central Library will aim to purchase suitable popular material as soon as it is released, irrespective of cost. Similar material will be purchased for Neighbourhood Libraries when available on general release.

Quality

- Purchase will be made through reputable sources to ensure technical quality and compliance with copyright laws.

Content

- Suitability for different age ranges will be indicated by the classifications system of the British Board of Film Categorisation.
- Consideration will be given to any available review material.

Category: Reference

Coverage

- The criteria governing non-fiction apply (see above).
- A comprehensive range of reference and archive materials will be purchased.
- Local Studies will stock all material relating to Dundee and selected items from surrounding areas.
- Withdrawal practices will have due regard to preservation of the historical record.
- A comprehensive range of adult learning materials will be purchased.
- Duplicate copies of works will be purchased, where necessary.
- Thematic collections will be developed to remedy perceived knowledge gaps.

Format

- Works will be purchased in the most appropriate format.
- Works may be purchased in more than one format if necessary.
- Books will be purchased in hardback or paperback depending on anticipated use both short and long term.
- Decisions on format will be based on currently available technology with consideration given to upgrading technology where appropriate.
- Digital material will be networked where appropriate: otherwise consideration may be given to stand alone provision.

Quality

- Samples of micromedia and digital media should, where possible, be obtained prior to purchase for assessment.

Content

- Consideration will be given to scope and bibliographic bias.
- Resources selected should have current or enduring relevance.
- Consideration will be given to quality of indexing.
- Consideration will be given to the quality and extent of illustrative material.
- Consideration will be given to the provision of citations.
- Consideration will be given to the authority of author and publisher.
- Consideration will be given to any available review material.
- In the case of internet material, the site should be assessed as far as possible.
- Authority and bibliographic bias should be assessed when using internet sites.

Category: Periodicals and Newspapers

Coverage

- Periodical titles will be provided to reflect a wide range of subject coverage.
- A range of local, regional, national and foreign language newspapers will be provided. Specialised and foreign language titles will be purchased for the Commerce and Technology Department; general interest titles for Neighbourhood Libraries.

Format

- Newspapers with suitable information content will be available in digital format.

STOCK SELECTION : CHILDREN AND YOUNG PEOPLE

Aims of Selection

- To provide reading for enjoyment.
- To provide resources representing a balance of opinion.
- To provide a wide range of resources which reflects the ages and abilities of children and young people.
- To provide resources which are appropriate for acquiring and developing life-long reading and learning skills.
- To provide access to worldwide information.
- To provide resources for the study of local history and the local environment.
- To provide a range of resources which reflect the changing needs of the society in which children and young people are growing up.
- To provide for the needs of minority ethnic communities served by the Department.
- To provide resources to support homework.
- To enlarge and enrich children's and young people's imagination.
- To contribute positive images and promote equal opportunities and help children and young people understand their own and other people's cultural heritage.

Selection Criteria

Library professional and para-professional staff, responsible for resource selection, should aim to buy as wide a range of material as possible within available budgets.

Resource provision should reflect the language, culture and needs of the children and young people in the locality. Consideration should be given to levels of ability throughout the age range and the school curriculum. There should be choice within each subject area.

Who are we buying for?

- Babies
- Toddlers
- Pre-school Children
- Growing Independent Readers
- Confident Readers
- Young People
- Children and Young People with Special Needs
- Interested Adults

What are we buying?

Fiction	<ul style="list-style-type: none"> ▪ Board Books ▪ Picture Books ▪ Easier-to-read Books ▪ Popular Fiction ▪ Challenging Fiction ▪ High Interest, Low Reading Material ▪ Graphic Novels ▪ Dual Language Text ▪ Community Language Material ▪ Scottish Authors and Illustrators
Non-Fiction	<ul style="list-style-type: none"> ▪ Picture Books (Alphabet, Counting, Opposites, Colours etc.) ▪ High Interest, Low Reading Material ▪ Leisure Interests ▪ Homework Support ▪ Material to complement the School Curriculum ▪ Scottish Material
Reference Section	<ul style="list-style-type: none"> ▪ Multi and single volume encyclopaedias, dictionaries, atlases, local history material and other resources retained permanently in all libraries for information needs.
Parents' Collection	<ul style="list-style-type: none"> ▪ Resources providing information and advice for parents, carers, teachers and interested adults.

Format

Consider all formats available, their appeal to children and young people and their cost effectiveness.

Formats may include the following:

Books		Other Materials
Board	Large Format	Audio
Picture	Large Print	Video
Interactive / sensory	Hardback / Paperback	CD ROM
Sign Language	Community Languages	
Graphic Novels	Dual Language Text	

Selection Tools: Children and Young People

- Professional expertise and awareness of local needs.
- Professional Journals
- Approvals
- Periodicals
- Reviews
- Promotional Agencies
- Publishers' Catalogues
- Award-winning Material
- Personal Recommendations
- Public Lending Right Data
- CD Roms
- Internet

Evaluation

The movement and relevance of resources may be monitored by the following means:

- Stock Maintenance
- User Feedback
- Questionnaires
- Talking to Children and Young People
- Requests
- Talking to Users and Non-users

Promotion: Children and Young People

Resources may be highlighted by the following means:

- Face out displays
- Placing stock in areas to maximise usage
- Signposting and guiding
- Marketing Materials
- Request Service
- Storytelling Sessions
- School Visits
- Author Visits
- Special Events
- Seasonal Events
- Exhibitions

Resource Material Suppliers

Introduction

Neighbourhood Resources and Development Department has a policy of conducting Service Level Agreements with library suppliers which affords the following benefits:

- Access to a wide range of adult, children's and audio-visual material through approvals, pre-publication lists, information and showroom visits.
- Provision of bibliographic pre and post publication information via suppliers' CD ROMS, company web sites and personal contacts.
- Scottish material is supplied by a major Scottish library supplier. Pre-publication information for this material is received on a weekly and monthly basis.
- Local material is ordered from a Scottish supplier or by visits to local bookshops as they are best placed to supply this material.
- Promotional material and event support is available on request from all participating suppliers for all material including works by Scottish authors or about Scotland.
- Negotiable discounts ensure the resource budget is maximised providing a greater quantity of selected material.

Donations

- Donations of books are welcomed.
- However, the Department reserves the right to decide what action will be taken with donated items.
- Donations will be acknowledged by standard letter. A copy is appended for information (see Appendix 2).
- In instances where a substantial collection is gifted, the Department may arrange to uplift items if appropriate.
- Publicity may be arranged if appropriate.

Unsolicited Material

- There is no obligation to purchase such material unless it meets with a genuine need and fulfils selection criteria.
- Items should be retained for six months in case the sender requests payment or their return.

STOCK MAINTENANCE

Stock for both adults and children should be reviewed on an ongoing basis to ensure that physical condition remains attractive and contents are current and relevant to user needs.

Stock editing should take place as an ongoing exercise and the following criteria referred to when considering how to make best use of all resources.

Resources which should be considered for retention

- Items of local interest.
- Items covering a unique subject area.
- Popular out-of-print fiction.
- Copies of the classics or Scottish literature.

Resources which should be considered for booksale

- Excess copies of resources no longer in demand
- Resources which have been underused, i.e. have not been issued in a period of 12 months.
- Resources containing information which is out of date, except where required for reference purposes.

N.B. The last copy within the system of any work should be retained unless it is of an ephemeral nature, e.g. genre fiction (westerns, romances, etc).

Resources which should be considered for binding

- Binding of material should always be considered as an option.
- Main categories to be considered as priorities for binding are:
 - Appropriate reference works
 - Newspapers, periodicals and local studies materials for conservation purposes
 - Hardback best-sellers
 - Non-fiction of enduring interest
 - Last copies
- Romances, westerns, mysteries and other genre material should not be rebound.

All resources in the following categories to be destroyed

- Resources worn through use, unless of lasting reference value.
 - Books with missing pages that cannot be replaced.
 - Resources which have been soiled, defaced or marked and cannot be cleaned.
- N.B. All items in the above categories should be considered for replacement purchase.

From time to time, when sizeable amounts of suitable withdrawn books have accrued, consideration will be given to making a donation to the registered charity *Books Abroad*.

The flowchart overleaf provides guidance on managing the maintenance of any area of lending stock.

It cannot cover all potential situations, but provides a reminder of the key questions to be asked.

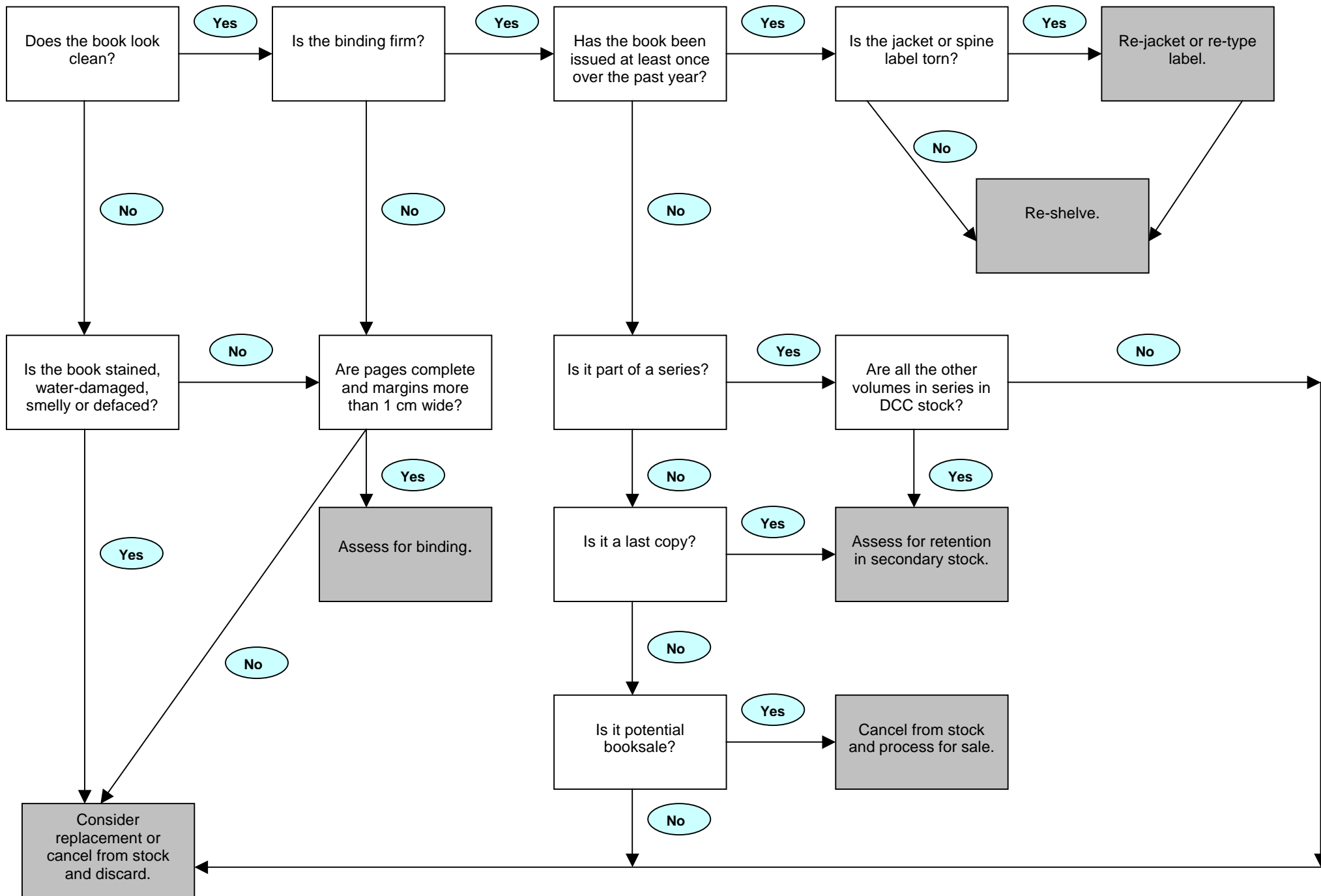
It highlights two considerations:

- the physical condition of the book
- the number of issues achieved

The end result should be several piles of books to be considered by the appropriate supervisor for binding, booksale, retention in secondary stock or cancellation.

It does **not** replace the need to monitor stock on a daily basis. As borrowers return books, staff should put to one side any items requiring a new date label, spine label or other repair. Any such item should not be shelved until after the repair has been carried out.

The aim is to present a selection of clean, attractive and up-to-date material to our readers, irrespective of the size of the library or the amount of shelving available.



Conservation Policy

1. Introduction

- 1.1** The Neighbourhood Resources and Development Department of Dundee City Council has a fine heritage collection of printed and manuscript material, principally stored in the Rare Books Room and the Strong Room of the Central Library. There are also many valuable items in the various collections which make up respectively the Local Studies, the General Reference Department and the Arts Library.
- 1.2** There is a wide variety of records ranging from an early illuminated manuscript, through a valuable collection of Scottish newspapers and the Wilson glass negatives, to the unique "Lamb Collection" of 19th Century ephemera, and of course conventional books.
- 1.3** The material formats include various forms of hide, paper, newsprint, tapes, films and computer disk.
- 1.4** The storage accommodation facilitates variously almost total control over security and environment in certain locations but, for the most part, limited control over both factors.
- 1.5** Since the founding of the Free Library in 1866, there seems to have been little attention paid to the needs of conservation. This lack of awareness culminated in substantial damage being sustained by some rare works in the final days of the Albert Institute and an exceedingly poor conservation regime overall.
- 1.6** Since the transfer of collections and services to the new Central Library in 1978, there has been a growing awareness of the need to provide better conditions overall. Improvement has however been piecemeal, subject very much to cost constraints, and comprehensive remedies have only been possible in certain key areas.

2. Objectives

2.1 The objectives of the Conservation Policy shall be:

- to create, as far as is reasonably possible, an environment suitable for all stock;
- to optimise the environment for key collections and individual items;
- to provide, as far as reasonably possible, a secure environment for all stock;
- to provide a high security regime for key collections and individual items;
- to provide the framework for a secure handling policy;
- to ensure the identification of valuable and at risk material;
- to ensure effective recording and indexing of valuable and at risk material;
- to maximise resources for the purposes of conservation;
- to identify appropriate material for conservation, microfilming and digitisation;
- to determine methods of exploitation consistent with the demands of preservation;
- to advise on income generation consistent with the demands of preservation;
- to commence development of the framework for a disaster plan;
- to have regard to conservation standards established by appropriate agencies.

3. Definitions

3.1 Key collections consist of an item or items which is/are considered valuable, rare or unique, within either a local or a national context. Loss or damage would seriously compromise the ability of the library to provide information, or aesthetic value, in the area of knowledge or artistic portrayal covered by the particular work in question. It would be difficult or impossible to provide such value from reasonably accessible resources elsewhere.

3.2 Conservation is the sum of measures which ensure the optimum exploitation of a resource in informational or aesthetic terms, for the maximum possible timespan. Replication is not a substitute for conservation, merely a complementary measure as the original is normally required due to aesthetic considerations, or for the purposes of scholarship.

Threats and Remedies

4.1 Water Water penetration is the most common form of disaster to befall libraries and record offices.

4.1.1 The aim should be:

- to prevent flood or water penetration;
- to minimise, through the disaster plan, water damage to holdings where this occurs.

4.1.2 In order to ensure prevention, the following measures are recommended:

- In designing new build, water sources should be directed away from material storage areas.
- All internal and external flooding hazards to the building should be identified.
- All internal and external water penetration hazards should be identified.
- Ensure that all heating and air-conditioning systems are regularly checked and serviced.
- The possibility of installing a simple flood alarm system should be considered.
- Regularly check water penetration danger points. Remedy incipient problems as soon as possible.
- Regularly check gutters, downpipes and drains for leaks.
- Carry out regular temperature and relative humidity checks in areas of the building considered vulnerable to water penetration. A significant fall in temperature and rise in RH may indicate hidden water penetration.
- Maintain a reasonable temperature in the building during holiday periods e.g. +10°C.

4.1.3 The disaster plan will outline remedies for materials affected by water.

4.2 Fire Fire is an ever present hazard in library buildings due to the large quantities of combustible materials combined with the possibility, even in the best-regulated environments, of accidental ignition.

4.2.1 The aim should be:

- to prevent the outbreak of fire or minimise the damage to holdings of any such outbreak.

4.2.2. In order to ensure prevention of fire, or to mitigate damage, the following measures are recommended:

- Consideration must be given to the fire prevention and firefighting needs of the library's holdings, as distinct from – but subordinate to – the normal considerations of staff safety.
- The Fire Officer should be made aware of the irreplaceable holdings within the building, precise location of the key collections, and the potential effects of large quantities of water.
- There should be discussion with the Fire Officer as to how these and other collections might be protected and/or salvaged in the event of a fire. Points to raise include use of the building's own fire-extinguishing equipment by the fire brigade, and the use of any salvage equipment available, as determined by the disaster plan.
- A structural survey of the Strong Room should be instituted. If it transpires that the standard of fire protection is insufficient (having regard to the nature of

the materials contained therein), then an allowance should be made in the capital plan for the purchase and installation of an appropriate fire proof safe.

- Ensure that all existing fire regulations relating to the building are enforced, e.g. certain doors kept closed, doors and corridors kept free from obstruction.
- Keep a list of all inflammable liquids etc. stored in the building, and ensure that they are stored correctly.
- Keep storage areas as clean and tidy as possible. Do not leave piles of empty boxes, discarded wrappings, etc, in storage areas except in separate storerooms, and remove all litter.
- Enforce no smoking regulations.
- Ensure that electrical services are regularly checked for safety.
- Every staff member should know how to raise the alarm in case of fire.
- There should be regular fire drills and tests of the alarm system.
- Primary and secondary extinguishing systems should be regularly tested and maintained.
- Consideration should be given to the installation of a halon drenching system in both new build and in existing compartments.

4.2.3 The disaster plan will formulate remedies for materials affected by fire.

4.3 Environment This is an important factor in prolonging the lifespan of virtually all library records, based as they usually are on relatively fragile organic materials. The only exception may be records in binary code entered on incorruptible media, and this may be an ideal form of preservation for the future.

4.3.1 The aim should be to establish an environment which is a state conducive to the maintenance of materials' integrity, insofar as this is reasonably consistent with human requirements. It has to be recognised however that conflicting needs of diverse materials sometimes preclude provision of the optimum environment.

4.3.2 Suitable conditions include:

- A relative humidity of between 55% and 65% for most materials.
- Introduction of suitable equipment e.g., humidifiers, hygroscopic pellets.
- Lower humidity levels for certain materials such as magnetic tapes.
- A temperature of 65°F or below.
- Minimum ultra violet or other light levels.

4.4 Conservation This is probably the best method of obviating damage and deterioration of a routine i.e. non-disaster nature.

4.4.1 The aim should be to maximise resources and opportunities for conservation, to identify priorities within the key collections, and exceptional items within other collections.

4.4.2 An active conservation policy should comprise:

- Ongoing awareness on the part of relevant staff concerning the state of collections and individual items.
- Awareness of local and national support services.
- Ongoing user education
- Periodic audits of potentially vulnerable materials.
- Raising general awareness of the importance of conservation.
- Seeking to maximise resources of conservation purposes.
- Deliverable targets for conservation of materials within various categories.
- Active assessment of the relative merits of conservation methods.
- Due attention to the aesthetic versus cost requirements of certain key collections.
- Training in handling of conserved and pre-conservation materials.
- Employment of prophylactic measures e.g. gloves.
- Treatment of conserved materials by appropriate staff e.g., with leather dressing.

4.5 Security All materials must be protected from the attentions of opportunistic thieves, accidental damage on the part of careless individuals, and the very real threat of theft by determined persons operating either within or outside the organisation.

4.5.1 The aim should be to provide a graded security regime according to the aggregate value of the collection, with due attention paid to individual items therein.

4.5.2 An active security policy should comprise:

- Ongoing ownership marking of all conventional and fugitive material within the collections.
- Relocation of materials to secure areas according to deemed value.
- Ongoing detailed cataloguing of valuable materials with detailed location information.
- Graded security regime for valuable materials.
- Detailed instructions for the issue, handling and supervision of valuable materials.
- Rules governing entry to secure compartments.
- Random audits of rare materials.
- Encouraging a “stakeholder” awareness amongst staff at all levels.

5. Replication and Digitisation

- 5.1** The production of analogue or digital replicas greatly reduces or obviates completely any requirement to handle the original document.
- 5.1.1** The ultimate aim would be to produce a suitable facsimile of every item sent for conservation in order that the end user might be provided with that facsimile in preference to the original. The original item may be used, at the discretion of the librarian, where this is considered essential for the purpose of minute study or aesthetic appreciation.
- 5.1.2** The replication and digitisation policy should comprise:
- Firm commitment to the development of digitisation as the most suitable medium available for the preservation and dissemination of materials.
 - Maximisation of resources for the purposes of digitisation, and preservation microfilming, pending the development of digitisation facilities.
 - Determination of quality standards.
 - Identifying joint requirements of conservation and replication.
 - Development of partnership with national, regional, or professional organisations.
 - Dissemination of digitised images via the electronic media.
 - Seeking to maximise income generating capabilities of digitised and replicated media.

6. Development and Evaluation

- 6.1** The Conservation Policy will be developed by the appropriate officers of the Central Library Management Team, in consultation with interested Standing Groups, and subject specialists.
- 6.2** Precise objectives will be set, and progress monitored by the Central Library Management Team in consultation, where appropriate, with the Quality Assurance Officer.

7. Conclusion

- 7.1** The Conservation Policy will provide the best means of preserving a vital collection of learning resources for the foreseeable future. By that time, and particularly given maintenance or acceleration of the present rate of technological advance, a comprehensive and economic means should be available to produce a complete collection of fully acceptable virtual facsimiles, set to endure for all time.
- 7.2** Until then, this policy gives guidelines for maintaining the fine balance between demands for access to learning materials and the exigencies of conservation. If it is to be successful, then it requires wholehearted endorsement not only on the part of individuals and groups most closely concerned, but of all staff.
- 7.3** In the headlong rush to provide access to learning for all, conservation must increasingly become a watchword that advises the precise manner in which key resources are made available. By observing such caution, N.R.D.D. will demonstrate a significant improvement over its predecessors in the incessant struggle to preserve the collection at its best for the benefit of many generations to come.



The Library Association

The Association for Librarians and Information Managers

Access to Information

INTELLECTUAL FREEDOM AND CENSORSHIP

The Library Association is committed to the widest possible freedom in the dissemination of information. For a democratic, civilised society to thrive, its citizens should have the right to access all expressions of knowledge, creativity and intellectual activity. Intellectual freedom and freedom of expression are necessary conditions for freedom of access to information.

The function of a library or information service is to provide, as far as resources allow, all publicly available information in which its users claim legitimate interest. Such provision should be regardless of format and include factual and fiction material. The materials, electronic information services, networks and other facilities provided directly or indirectly by the library or information services should not restrict this access except as required by law. The legal basis of any restriction on access should always be stated. If publicly available material has not incurred penalties under the law it should not be excluded on moral, political, religious, racial or gender grounds to satisfy the demands of sectional interest. Users of library and information services are entitled to rely upon these services for access to information and enlightenment upon every field of human experience and activity.

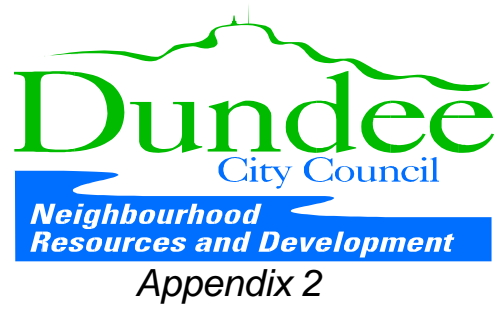
Over the years librarians and information staff have fought many shades of opinion to defend the principle of the free dissemination of information. Librarians recognise the need for a balance to be maintained within the materials which they make available to reflect differing views or shades of opinion on matters which might be thought contentious. Librarians are expected by their Code of Conduct to resist undue pressures to discontinue the collection of and access to material which is thought to be unacceptable. The consequence of such pressures might not be to deny users reasonable access to a representative range of published material.

The Association believes that the professional responsibilities of the librarian include full discretion over the collection of and access to information by the library service within the terms of general guidelines laid down by an employer. Such guidelines are not expected to allow restriction of access solely for the reasons already stated. The provision of access to materials by a library does not imply sponsorship, endorsement or promotion of these materials, especially in the case of materials which may be thought to encourage discrimination.

The Association calls upon all employers of library and information staff to adhere to the principle of uninhibited access to information, and to recognise the necessary discretion that their professional staff should be allowed in meeting the legitimate interests of their users. Any librarian who considers that undue pressure has been brought to bear over matters concerning selection policies is asked to inform the Association.

This statement was originally published in 1963 and revised in 1978, 1989 and 1997.

The Library Association 1998



Fraser R Patrick, Director

If calling please ask for
Our Ref

Your Ref

Date

Dear

On behalf of Neighbourhood Resources and Development Department, the Director acknowledges with thanks the above mentioned gift.

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