

## Materials Selection Policy

This Materials Selection Policy has been produced to explain how books and other materials are chosen and placed in Wakefield's public libraries on your behalf.

We are committed to ensuring that the range of materials you find in libraries will be the result of careful and professional selection.

**The commitments set out in the Policy are the basic principles which the Libraries and Information Services will pursue in order to ensure this.**

We have developed our materials selection policy in line with the aims of the service to:

- support the aspirations of those who wish to gain or advance their knowledge
- meet the expectations of those who require information for life or work
- enable the individual to enjoy leisure with the aid of a wide choice of materials

**Our policy is to provide in each of our libraries as wide a range as possible of materials relevant to the interests of people of Wakefield District. We will provide for leisure and information needs, while making best use of existing resources, within the following principles:**

- In the purchase and maintenance of stock we will endeavour to demonstrate a balance of ideas and attitudes on all subject matter
- Materials will be primarily selected for their content and not by their format
- Selection will reflect and respond to needs within the district. Needs will be identified by talking to individuals and groups and through research including customer surveys
- We will take account of current legislation and will not acquire titles clearly contravening any relevant legislation
- Every effort will be made to avoid discrimination by not acquiring material which we consider reinforces the stereotypes of race, disability, sexual orientation, religion, age or class
- Materials that we think may cause undue offence will not be added to stock. Similarly, material that may be said to incite violence or racism will not be purchased
- Material which reflects and records the local interests of the community will be actively acquired
- The purchase of materials in response to a request will be subject to the same selection criteria employed for acquisition of all new material

### How we select the books for your Library

#### What type of material is covered by the selection process?

- Adult fiction and non-fiction books
- Board books and picture books for the under-fives
- Fiction and non-fiction books for children
- Reference and local history books
- Magazines, periodicals and newspapers

- Talking books
- Books in large print
- Basic education books
- Online database subscriptions
- Foreign language books

#### **Where does stock come from?**

- **Specialist library suppliers** We are a member of the North-West and Yorkshire Book Consortium, which negotiates collectively with library suppliers to achieve the maximum possible discount for stock in all categories.
- **Specialist online resource suppliers** We work together with the North-West and Yorkshire Book Consortium and the Arts Council to ensure we can achieve the maximum regional and national discounts for our online information subscriptions.
- **Specialist publishers** We work with publishers who can supply specialist material such as reference books, large print formats, basic education titles or books in foreign languages.
- **Local book shops** Our local book shops also supply items of local interest and urgently needed items.
- **Local authors or publishers** We also work with local authors or publishers who submit their own work for consideration.

Wherever our stock comes from, we obtain it as economically as possible to provide best value for money.

#### **Who chooses the stock?**

- **Library Officers** Our staff use a range of methods to ensure that our shelves are stocked with the materials and publications that are popular and of interest to our customers. These methods include using lists and catalogues, looking at trade publications and publicity, reading reviews, and consulting bestseller lists. We also use a stock management system to identify areas where extra stock is needed.
- **Library branch staff** Our employees in the library branches use their local knowledge and customer experience to let us know what publications are of interest to their customers. They also identify gaps in their branch stock and buy items that are in demand locally.
- **Library suppliers** Specialist staff at our library suppliers advise us on forthcoming new publications three months or more in advance. This ensures that the books most likely to be popular can arrive on our shelves as soon as possible after their publication.
- **Library users** Our library users also make valuable suggestions for selecting the stock in our libraries. Whether it's to branch or specialist staff, through requesting items to buy via our request service or by simply completing surveys and comments forms.

#### **How does the stock get to libraries?**

We place the majority of our orders electronically and the books are delivered directly to branches ready to go straight on the shelves. This ensures that the supply process is efficient and cost-effective and the stock is available for you to borrow as quickly as possible.

#### **How you can help**

We want to involve our readers as actively as we can in the selection of stock for our libraries. If you have some suggestions or constructive comments or ideas we would like to hear from you.

**Contact us**

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Library Services

Wakefield One

Wakefield Council PO Box 700

Burton Street

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