# Dyce Academy Library Resource Centre - Stock Selection & Maintenance Policy

Whilst some subjects are more research-intensive than others, the Librarian aims to provide at least some level of material supporting all subjects taught within the school. The aim is to ensure that all resources are appropriate for the age range 11-18 and to organise and administer material in such a way as to help pupils to access resources that are appropriate for their age and ability.

Staff and pupils are encouraged to suggest items for addition to library stock. A suggestions box is kept in the library for this purpose. All suggestions will be considered, and where possible will be fulfilled by purchase or loan.

* Resources will be selected to reflect a commitment to inclusion, diversity and equal opportunities.
* Resources will be selected to support the curricular, recreational and cultural needs of users.
* In order to facilitate this, the Librarian should aim to provide a good range of up-to-date stock on topics that likely to be of interest to pupils e.g. sport, music, fashion, popular culture. It is important to avoid the library stock being seen as out-of-date and irrelevant.
* Resources will provide a positive and enriching contribution to the development of reading.
* Resources will offer a range of viewpoints; reflect the multi-cultural and socially diverse nature of society; and help pupils towards a sympathetic and informed understanding of the world.
* Resources promoting a particular political or religious standpoint will only be selected if opposing views are adequately represented in the stock.
* Resources will reflect the contemporary concerns of the pupils.
* Resources will not be excluded solely on the basis that they contain bad language, references to sexual relationships or other controversial issues. In developing a collection of fiction that is relevant to teenagers it is sometimes necessary to include such items. However such books will only be issued to age-appropriate pupils.
* Donations are welcome, but will be subject to the same criteria as all other acquisitions.
* Textbooks will not generally be considered for acquisition.
* Stock will be weeded regularly and consideration will be given to currency, contribution to the curriculum, popularity and physical condition.

### Challenged materials

The Librarian, in consultation with her line manager, will evaluate challenged materials and the outcome of the evaluation will be forwarded to the complainant.

Pupil Involvement

A suggestion box is available for pupils in order that they can directly influence the stock selection process. It is important that pupils’ suggestions are followed up as soon as possible. This can be by purchase or borrowing from CRIS, the public library or other schools in the city. If it is not possible to provide the requested item then pupils should be informed of this and an explanation given.

Stock Maintenance

This will be done as an ongoing task as part of the Librarians’ everyday work, although stocktakes provide a good opportunity for a more in-depth look at the suitability of what is available. Greater attention should be paid to resources on contemporary topics as the information they contain can rapidly be overtaken by events and become outdated. Stock will be discarded when it becomes too tatty, out-of-date or is being used too seldom to justify taking up valuable shelf space. Withdrawn stock will, depending on its nature, either be passed to subject departments, donated to charity or recycled.

*“Out-of-date and irrelevant material does not contribute to the pupils’ education and may be harmful to their successful acquisition of new knowledge”.*

J. E. Herring