

Draft

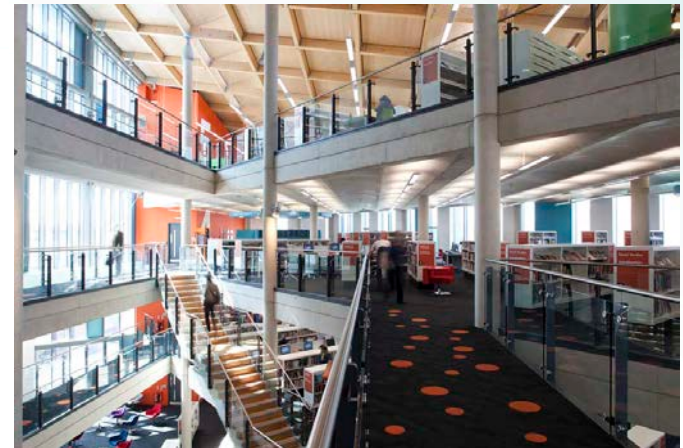
Cardiff Library Collections Policy



Our Aim:

To provide a wide range of literature and resources to meet the needs and aspirations of our citizens.

- Continually assess the popularity of books and other resources and refresh our collections to ensure they meet customer needs
- Develop and promote our 24-hour digital provision and support our customers to access the available resources
- Work with specialist organisations to facilitate the restoration and preservation of our historical collections whilst improving access to these materials



Central Library Hub

We provide a comprehensive and up to date collection of books and other resources at our Central Library Hub, including:

- A wide range of **fiction**, including literary classics and first time authors.
- **Non-fiction**, covering all areas, up to undergraduate level.
- A comprehensive **Children's** collection for all ages.
- A copy of every new title published in the **Welsh Language**.
- An extensive selection of works in **other languages** including books, magazines and newspapers.
- **Up to date reference materials** both in hard copy and on line.

We will continually assess the usage of the books and resources available at the Central Library Hub to ensure that the collections meet the needs of our customers.



Collections in Local Hubs and Libraries

A selection of books and other resources for all ages are available at our local Hubs and Libraries, tailored to meet local need.

Fiction, including popular classics, is the main focus, but smaller collections of popular non-fiction titles will also be provided.

Both children and adults titles will be included and language needs will be considered.

We will engage with local communities to help us to develop the collections available to ensure that they meet local requirements.





Local Studies

- A comprehensive local studies collection is housed at our Heritage Library in Cathays, including current and historical materials relating to Cardiff.
- Local Books, Leaflets & bound articles, newspapers (hardcopy and microfilm), maps (ordnance survey & tithe), Family history resources, photographs & prints, historical & contemporary periodicals & annuals.
- The aim of the collection is to preserve and celebrate Cardiff's unique historical and cultural heritage.
- We will promote our local studies collection in partnership with schools and by displays and activities in hubs and libraries across the city.



E-books and Resources

Comprehensive E-Resources are available 24 hours a day through our Library catalogue including books, audio books, magazines and comics. We ensure that we continually refresh the titles available and support our customers to access them.

Reference Material

To ensure that customers have access to the most up to date information available, we are committed to providing reference resources that support learning and research. This will increasingly be provided online rather than in hard copy, to ensure the most up to date information.

Targeted special collections

Titles which support special events and promotions will be maintained including health related books and other resources.

Reserving Books

Our Book Store contains a wide range of books and other resources -reservations can be made at no cost for local collection. Books not available in Cardiff can also be reserved and these will either be purchased or borrowed from the regional inter-lending service.



Historical Collections

- The National Library of Wales, in Aberystwyth, is the legal deposit library for Wales receiving and storing a copy of all books that are published. The National Library, unlike Cardiff Council, has the resources and expertise to fulfil this function for Wales.



- Cardiff has a **legacy collection of historical manuscripts and** books that were collected during the early 20th Century, before the National Library was established. We are proud of these collections and will ensure that ownership remains with the city.



Historical Collections

We will work in partnership with the National Library, the University and other specialist institutions to restore and preserve the historical collections and, where possible, make them more readily available through digitisation.

Principles for Sharing the Historical Collection

- Books and other resources with particular cultural or historical significance for Cardiff will be retained in the city and these will be made more accessible through special displays and exhibitions.
- Other items of value from the collections will be loaned to more appropriate institutions.
- Any loans will result in benefits in terms of conservation or digitisation
- Where the decision is made to loan material to another institution we will ensure that our citizens have rights of access to these materials and that they are fully informed of how to access them.
- We will also ensure our partners support Cardiff's researchers to undertake any research related to these collections.
- The continued ownership of and access to these materials will be confirmed in formal loan agreements with the institutions concerned.



Refreshing our Collections

New purchases

- Purchase of new stock is overseen by our Library Strategy Team and is focused on providing a range of materials that meet the needs of our citizens.
- The aim is to provide a comprehensive range of materials chosen for their literary, cultural, recreational, or educational value.
- Cost effectiveness in purchasing new stock is achieved by working with Library consortiums within Wales for adults & children's books as well as E-resources.
- This enables us to achieve maximum discounts and helps us to purchase greater quantities of books.



Consultation

During 2019 we undertook a survey of our citizens to identify their preferences for books and other resources



Crime and Thriller books were most popular with adults

47% of adults wanted to see literary classics available in Hubs and libraries



44% of children aged 8-15 wanted to see comic books

58% of adults wanted to see Audio books



39% of adults wanted to see E-books

64% wanted to access library services through a Mobile App



Consultation - We will continue to consult our customers to ensure that the books and other resources that we provide meet their needs



Refreshing our Collections

Stock Disposal

- Stock is considered for disposal where it out of date, not being used, duplicate copies exist or if the book is in poor condition.
- Popularity of stock is assessed using the Library Management System and regular “weeding” of stock takes place to ensure that library space is used to best effect.
- Works that are rare or collectable; are of particular welsh or local interest or which do not exist elsewhere will be retained in our book storage facility or loaned to partner organisations (see above).
- All other stock deemed surplus to requirement will be sold where possible, offered to other organisations or individuals or recycled.



Equal Access

- Representative collections of **large print and talking books** are made available across our locations.
- **Welsh collections** are provided at all libraries and hubs in line with our commitment to equal treatment of the Welsh language
- **Books in other languages** will be provided across the city to meet local need.

