



# Queen Elizabeth High School

## Learning Resource Centre

### Stock Management Policy

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#### I. Introduction

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##### **Aim of policy**

This policy covers the selection and withdrawal of books in the Learning Resource Centre (LRC).

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#### II. Stock Selection

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##### **A. Aims of LRC**

One of the main aims of the LRC is to provide access to a wide range of resources for study, reading and leisure. The stock should:

- Support KS3, GCSE and A-Level (and equivalent) subjects
- Promote and encourage reading
- Provide appropriate resources on leisure and recreation activities

The LRC currently holds approximately 12,000 printed resources.

##### **Non Fiction**

Books and other resources purchased must be appropriate in age and content and offer good value for money.

##### **Textbooks**

The LRC should hold 2 copies of the main textbooks for AS and A2 Level subjects. If possible copies of GCSE textbooks should also be held. In order to ensure there is always a copy available - one copy is for loan and one copy is held on reference.

##### **B. Fiction**

Fiction is purchased to promote and encourage reading. The LRC aims to provide a wide range of fiction including classics and modern fiction such as best selling titles, prize winning books and books by popular authors. A wide range of genres is available including fantasy, graphic novels, short stories, thrillers, humour etc. Fiction books are aimed at a wide range of ages - teenage and adult fiction and also some classic books aimed at younger readers to provide continuity between middle school and high school. The collection also contains a range of books suitable for reluctant readers or those with special needs.

All books are selected using information from the following sources:

- Book supplier stock picks
- Liaison with English Department
- Student recommendations (titles will be considered)

- Reviews from websites and reading magazines
- Continuation of series already held

### C. Donations

Donations are accepted as long as the books are appropriate additions to the stock e.g. they are aimed at the right age group and contain up to date information.

## III. Stock Withdrawal

### Why Stock Withdrawal is necessary

Book stock should be regularly reviewed to keep it up to date and relevant. It is necessary, therefore, to have a rolling programme of withdrawals.

#### Criteria Applied

Books may be withdrawn from stock for the following reasons:

- Age of book
- Poor physical condition
- Insufficient use (for example, because of changes to curriculum)
- Multiple copies which are no longer needed

Withdrawn Books are disposed of by either:

- Passed on to not for profit literacy organisations
- Recycling
- Passed to departments within school
- Passed on to students and voluntary contribution or donation may be received

This revised policy was agreed by the Finance & Premises Committee at their meeting on Wednesday 25 May 2011.

<b>Signed</b>		<b>Chair of Finance &amp; Premises Committee (Simon Kitchman):</b>	<b>Date</b>	
<b>Signed</b>		<b>Headteacher (Neil Morrison):</b>	<b>Date</b>	
<b>Review Date:</b>	<b>May 2013</b>			