



How we decide what to buy

Our Aims:

- To provide stock (printed, digital and audio visual) which will enable all our customers to gain unbiased access to our wide range of resources.
- To make available a balanced and appropriate range of stock to support the diverse needs of the Highland community.
- To reflect in our stock the diversity of Highland culture and the languages spoken.

Methods of Stock Selection:

There are several ways in which Highland Libraries buy materials for stock:

- Forthcoming titles are ordered on-line via our main supplier, on average, 3 months in advance of publication. DVD stock is also ordered on-line from our specialist supplier 1 month in advance. E-books and e-audio books are bought from our specialist suppliers and in accordance with licensing laws.
- Standing Orders are in place for particular genres of stock such as Large Print, Audio Books, Romances and Westerns.
- Customer feedback and suggestions for purchase – library customers can do this by contacting their local library, by emailing libraries@highlifehighland.com, or by using the feedback form via the online catalogue
- Suggestions for titles for our Reading Group collections are welcome, recommendations are purchased on a regular basis.
- Library stock profiles (detailing levels and kinds of stock held in every library) are reviewed annually.

Additions to Stock:

- Highland Libraries continually reviews the range of stock available, monitoring and responding to any changes in the needs of the communities served.
- Highland Libraries through its purchases is committed to making provision for those with special needs.
- We will acquire and provide appropriate access to materials which support Adult Learners, learners of English as a Second or Other Language (ESOL), and other members of the community pursuing lifelong learning opportunities.
- When a customer requests an item which is not currently in stock it will be considered for purchase or pursued via the Inter Library Loan service.
- We will actively seek to purchase all material which is relevant to the Highlands, covering the cultural diversity of the area.

Withdrawals from Stock:

- Highland Libraries constantly reviews its stock for withdrawal. Criteria for withdrawal includes poor physical condition, level of use, currency, appropriateness of content, etc.