



Queen Elizabeth High School

Learning Resource Centre

Stock Management Policy

I. Introduction

Aim of policy

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

II. Stock Selection

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Books may be withdrawn from stock for the following reasons: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.

Signed		Chair of Finance & Premises Committee (Simon Kitchman):	Date	
Signed		Headteacher (Neil Morrison):	Date	
Review Date:	May 2013			