

# SUPPLY SPECIFICATION GUIDELINES: BEST PRACTICE FOR PUBLIC LIBRARIES

## PREFACE

Even in this electronic age, books remain a core element of the service provided by UK public libraries, responsible for around £100 million a year of library expenditure, and the MLA's Better Stock, Better Libraries programme has recently focused attention on the part played by stock in attracting and retaining readers.

Building a comprehensive, high-quality stock, matching provision to community needs; improving availability and speed of supply, securing best value prices; and increasing the efficiency and effectiveness of procurement and management processes are therefore essential activities for all public libraries.

These *Guidelines* provide best practice guidance to two important elements in the effective management, selection and supply of a hard-working, best value, customer-focused stock: the supply specification and the stock management framework which underpins it.

Part A discusses the stock management framework and covers the following categories of stock: adult fiction, adult non-fiction, large print, emerging readers/basic skills, world languages.

Part B discusses the supply specification process itself as applied to two of these stock categories: adult fiction and adult non-fiction.

It is important to note that the *Guidelines* are not definitive. It is intended that they will be amended and updated as work in this area proceeds, and further sample specifications will be published via the [NAG website](#). To develop best practice on the broadest possible base, authorities are also encouraged to submit examples of their own specifications and related documents to share with colleagues via the website.

## ACKNOWLEDGEMENTS

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# PART A STOCK MANAGEMENT FRAMEWORK

## A.1 INTRODUCTION

The stock management framework comprises a number of elements, encompassing profiling, standard-setting, monitoring, planning and budgeting activities.

## A.2 DEFINITIONS

**Community profiles** define the community served by a library in a standard format, identifying local needs and priorities in terms of stock provision and other services.

**Library bands** (or tiers) group libraries with like characteristics to allow the identification of minimum levels of stock and services sustainable within current budgets.

**Borrower profiles** are essential to the effective management, monitoring and supply of lending stock. They can be used to make comparisons with the wider service or the wider community, measure performance, identify trends, prioritise marketing activity and match customer demand to stock.

**Stock categories and stock management categories** are key to the construction of stock profiles, the detailed analysis of stock performance, and the precise matching of demand to stock. Lending stock should first be divided into a number of major stock categories. Each stock category should then be further subdivided into a number of subordinate stock management categories, based on subject or genre, which may also be used to determine shelf or display order.

**Stock standards** define the core lending stock for each library band in terms of purpose, audience, level, academic level, range, depth, format and performance – i.e. availability, use, turnover and currency.

**Stock profiles** are essential to the effective management, monitoring and supply of lending stock, and are based on stock categories and stock management categories. A general stock profile should identify the overall size of the lending stock and the relative size of each major category of stock within it. Individual stock category profiles provide a more detailed analysis, identifying the overall size of each major category of lending stock and the relative size of any subordinate stock management categories.

**Stock audit** provides the evidence base which underpins the stock management framework. The stock audit process combines a number of different elements - performance analysis, editing, consultation, recording and review - to produce a comprehensive picture of stock performance and highlight priorities for action.

**Stock performance analysis** uses stock and issue data to provide a detailed comparison of stockholding and use, identifying areas of under-use or inadequate provision, and informing the development and revision of the stock management framework and supply specifications.

**Stock editing** provides a systematic appraisal of shelf stock, supplementing the data obtained from stock performance analysis.

**Stock consultation** obtains the views of staff and customers regarding stock provision.

**Stock logs** record and collate activity, comments and actions arising from stock editing and stock consultation programmes.

**Stock reviews** examine the overall condition, arrangement, display and promotion of stock in each library, in conjunction with performance data and stock logs, highlighting issues requiring immediate attention and providing the basis of an annual stock report.

**Stock reports** collate and comment upon all elements of the stock audit process, identifying actions for inclusion in the stock development and annual stock spending plans

**Stock development plans** set targets and priorities over the short, medium and long term, providing for improvements in the quantity, quality and performance of stock

**Stock spending plans** allocate the budget available for each major category of stock in the forthcoming financial year to meet the targets and priorities set out in the annual stock report and stock development plan.

### **A.3 COMMUNITY PROFILES**

Community profiles define the community served by a library in a standard format, identifying local needs and priorities in terms of stock provision and other services.

A community profile should be completed for each library. Guidance can be found in the following documents:

[Know Your Community: a Best Practice Guide for Public Libraries](#)

[Community Profiles: Model and Guidance Notes](#)

The community profile will define the catchment area of each library in terms of electoral ward and/or postcode. It will collate information about: all those who live and work within that catchment area and the local infrastructure available to them.

Basing library catchment areas on electoral wards allows the most effective use of existing council ward-based demographic data.

The major sources of information include:

local authority websites and census, research and statistics sections; much useful information will already have been collated at authority, ward and the smaller Super Output Area level

the [2001 Census Key Statistics](#);

[Up My Street](#), a freely available commercial profiling site which includes geodemographic marketing data;

These three sources of information will provide the main elements of the community profile, among them:

data defining the local population - total population; age structure, ethnicity, religion, health and disability, economic status, household size and composition, tenure, socio-economic classification, deprivation indicators, seasonal factors (e.g. tourism, seasonal work, daytime population); education and qualifications, living arrangements, marital

status, car ownership; travel to work; levels of recorded crime; average house prices; average local income;

geodemographic marketing data characterising the typical resident; and

a detailed outline of the local infrastructure - local government, education, childcare and youth services, health, religion, arts, sports, shopping, transport, benefits/advice, employment, newspapers, residents' associations, other groups and societies.

Customer surveys should also be used to supplement statistical data and details of infrastructure. The following document again provides useful guidance:

[Know Your Community: a Best Practice Guide for Public Libraries](#)

Data can be collected for many purposes. A survey might be designed, for example, to investigate key issues; to find out more about the habits, views and expectations of library customers – current, lapsed or potential; or to examine the role on customer behaviour of outside influences such as book purchase, or Internet and email access.

#### **A.4 LIBRARY BANDS**

Library bands (or tiers) group libraries with like characteristics to allow the identification of minimum levels of stock and services sustainable within current budgets.

Each library should be placed in one of a number of such bands, which will be determined primarily by type of community, size of catchment population and role in the service. Libraries within each band will share common standards in terms of opening hours, stock, issues and services.

Bands should reflect, for example, whether a library is situated in a purely residential area or in a community which serves a wider population as a local, area or regional centre for shopping, education and employment. Bands should also take into account the availability of access to other libraries, whether in the same or in a neighbouring authority.

The table below outlines seven typical library bands:

Mobile	Mobile library services
Neighbourhood	Situated in small suburban communities. Serve the needs of the immediate community only. Access available to other service points.
Village	Situated in small rural communities. Serve the needs of the immediate community only. Remote from other service points.
Community	Situated in larger urban and suburban communities. Serve a wider community accessing shopping, services and schools. Access available to other service points.
Town	Situated in towns which act as local centres for shopping, services and schools. Remote from other service points.
Main	Situated in towns which act as area centres for shopping, services, education and employment.
Central	Situated in major cities which act as regional centres for shopping, services, education and employment.

## A.5 BORROWER PROFILES

Borrower profiles are essential to the effective management, monitoring and supply of lending stock. They can be used to make comparisons with the wider service or the wider community, measure performance, identify trends, prioritise marketing activity and match customer demand to stock. They can be compiled at any level – e.g. library, library band, whole service – and may be based on a range of parameters, among them age, gender and level of activity. Wherever possible age profiles should match the age cohorts used by the Office of National Statistics to facilitate comparison with community profiles. For example:

	18-29	30-44	44-64	65-74	75+
Branch A					
Branch B					
Branch C					
All libraries					
All residents					

## A.6 STOCK CATEGORIES / STOCK MANAGEMENT CATEGORIES

The categorisation of stock is key to the construction of stock profiles, the detailed analysis of stock performance and the precise matching of demand to stock.

### A.6.1 Stock categories

Lending stock should first be divided into a number of major stock categories. The stock categories used in this document are: adult fiction, adult non-fiction, large print, emerging reader/basic skills and world languages.

### A.6.2 Stock management categories

Each stock category should then be further subdivided into a number of subordinate stock management categories, based on subject or genre, which may also be used to determine shelf or display order.

There is currently no standard list of stock management categories. However, proposals to develop such a standard form part of the current MLA Better Stock, Better Libraries programme. Libraries wishing to introduce their own stock management categories are therefore recommended to do so with caution.

Stock management categories must strike the right balance between detail and practicality. They must be sufficient to provide meaningful distinctions within a given category of lending stock but should not be so numerous that they form a barrier to its effective management.

#### A.6.2.1 Stock management categories - adult fiction

The fiction genre headings applied by the British Library in accordance with the *Guidelines on Subject Access to Individual Works of Fiction, Drama, etc.* (2nd ed. ALA, 2000) represent the most widely used standard. A machine-readable file of [GSAFD headings](#) in MARC 21 format is available for downloading.

However, these headings present a number of problems in use, particularly in the identification of family sagas; other categories of women's fiction, literary fiction and titles of multicultural and gay/lesbian interest. Considerable overlap exists between the Crime and Thriller categories; and all fiction in translation appears under the heading Foreign.

An alternative scheme of fiction category headings is provided in Section F of the [BIC Standard Subject Categories and Qualifiers](#), the UK trade standard. The scheme was completely revised in 2006 and the new edition - Version 2, Revision 1 - is currently being implemented across the book trade. The BIC codes do not identify foreign fiction in translation but do provide for the identification of titles of gay/lesbian interest through a qualifier code at Section 5S. All other problems identified in the case of GSAFD headings also apply to the BIC scheme.

<b>TABLE 3: STOCK MANAGEMENT CATEGORIES - ADULT FICTION</b>	
Category	Includes BL genre heading
Crime	Crime – modern; Crime - classic
Thriller	Thrillers; Suspense
Adventure	Adventure; War Stories; Sea Stories
Science fiction/Fantasy	Science Fiction; Fantasy
Horror	Horror; Ghosts and Supernatural
Literary	Contemporary Literary Fiction
Foreign	Foreign
Gay/lesbian	Minorities; Feminist
Graphic novels	Graphic Novels
Classics	Classics
Romance	Romance
Western	Western
General	All other headings

#### **A.6.2.2 Stock management categories - adult non-fiction**

There is as yet no standard list of adult non-fiction subject categories, and those authorities which use them have adopted widely differing schemes. Table 4 below outlines two schemes – one simple, one more complex. Complex schemes are more appropriate for larger authorities and larger collections.

Defining which titles go in which category is by no means straightforward. Dewey is not always helpful to the useful grouping of stock, while the [BIC Standard Subject Categories and Qualifiers](#) are not yet applied with sufficient consistency, accuracy or specificity to provide a full alternative.

Automated schemes of supply specification require precise definitions and some suppliers have developed in-house schemes combining elements of Dewey and BIC to support this.

Specifications which rely on human agency allow greater discretion to the selector. General definitions should, however, still be provided to guide selectors and provide clarification in potential grey areas. For example, in the scheme below, are all biographies allocated to the Biography section? Are titles on desktop publishing included with Computers and IT or with Technology?

<b>TABLE 4: STOCK MANAGEMENT CATEGORIES - ADULT NON-FICTION</b>		
Stock Management Categories (1)	Stock Management Categories (2)	Definition
Generalities	Generalities	
	Libraries and museums	
Computers and IT	Computers and IT	
Philosophy and belief	Philosophy	
	Religion, belief	
	Folklore, mythology	
Mind and body	Paranormal/unknown	
	Psychology, self-help	
	Health care	
Society	Costume, beauty, fashion	
	Society	
	Politics, government	
Business and commerce	Law, advice, rights	
	Crime and punishment	
	Economics, finance	
	Business, management	
Language and literature	Languages	
	Literature	
Science and technology	Science/mathematics	
	Life sciences	
	Ecology/environment	
	Technology	
	Transport	
Home and family	Agriculture, animal management	
	Gardening	
	Pets	
	Food and drink	
	House and home	
Sport and leisure	Child care, child development	
	Antiques, collecting	
	Crafts, hobbies	
	Sport and games	

Arts	Media studies	
	Art and architecture	
	Photography	
	Music	
	Performing arts	
Travel and geography	Travel and geography	
History and warfare	History	
	Military history/warfare	
Biography	Biography	

In the absence of a current national standard, the use of Dewey ranges represents a practical means of managing and monitoring stock performance on a more detailed level.

#### **A.6.2.3 Stock management categories – large print**

Large print stock should be subdivided into fiction and non-fiction. Large print fiction and non-fiction may be further subdivided by genre or subject following the main fiction and non-fiction models.

#### **A.6.2.4 Stock management categories – emerging readers / basic skills**

Stock for emerging readers should be subdivided into fiction and non-fiction. Fiction and non-fiction for emerging readers may be further subdivided by genre or subject following the main fiction and non-fiction models.

#### **A.6.2.5 Stock management categories – world languages**

World language stock should be subdivided by language.

### **A.7 STOCK STANDARDS**

Stock standards define the core lending stock for each library band in terms of purpose, audience, level, academic level, range, demand, format and performance -availability, use, turnover and currency.

#### **A.7.1 Purpose**

The type of stock provided as standard by libraries within each library band should be defined in terms of its intended purpose: information, recreation, education, culture.

#### **A.7.2 Audience**

The type of stock provided as standard by libraries within each library band should be defined in terms of its intended audience: popular, specialist, professional, school, college/university, adult learner, black/minority/ethnic (BME), emerging reader, visually impaired.

#### **A.7.3 Level**

The type of stock provided as standard by libraries within each library band should be defined in terms of its level: introductory, intermediate, advanced.

#### **A.7.4 Academic level**

The type of stock provided as standard by libraries within each library band should be defined in terms of its academic level: Key Stage, GCSE, A/AS level, BTEC, NVQ, undergraduate, postgraduate.

<b>TABLE 5: STOCK STANDARDS - PURPOSE, AUDIENCE, ACADEMIC LEVEL</b>	
Band	Standard
Mobile	Purpose: information, recreation, education
	Audience: popular; school, visually impaired
	Level: introductory
	Academic level: up to and including KS2
Main	Purpose: information, recreation, education, culture
	Audience: popular, specialist, professional, school, college/university, adult learner, BME, emerging reader, visually impaired
	Level: introductory, intermediate, advanced
	Academic level: up to and including undergraduate

### **A.7.5 Range**

The range of stock provided as standard by libraries within each library band should be defined in terms of the major stock categories. For example:

<b>TABLE 6: STOCK STANDARDS - RANGE (STOCK CATEGORIES)</b>							
	Mobile	N'hood	Village	Community	Town	Main	Central
Adult NF	Y	Y	Y	Y	Y	Y	Y
Adult FIC	Y	Y	Y	Y	Y	Y	Y
Large print	Y	Y	Y	Y	Y	Y	Y
Basic skills				Y	Y	Y	Y
World languages				Y	Y	Y	Y

The range of stock provided within each of these stock categories should also be defined in terms of a number of more detailed stock management categories. The following example uses a limited range of adult fiction stock management categories:

<b>TABLE 7: STOCK STANDARDS - RANGE (ADULT FICTION)</b>							
	Mobile	N'hood	Village	Community	Town	Main	Central
General	Y	Y	Y	Y	Y	Y	Y
Crime	Y	Y	Y	Y	Y	Y	Y
Thriller	Y	Y	Y	Y	Y	Y	Y
SF/ Fantasy	Y	Y	Y	Y	Y	Y	Y
Literary			Y	Y	Y	Y	Y
Foreign			Y	Y	Y	Y	Y
Western	Y	Y	Y	Y	Y	Y	Y

### **A.7.6 Depth**

The range of stock provided as standard by libraries within each library band may also be defined in terms of the availability of authors and titles in current demand.

Authors and titles should be defined on the basis of a mixture of issue and sales information. Such information can be obtained from a variety of sources including: in-house performance analysis and supply specifications, Public Lending Right data, trade information, e.g. Bookseller Fast sellers and supplier ratings

### A.7.7 Format

The range of stock provided as standard by libraries within each library band may also be defined in terms of format – in the case of bookstock, hardback or paperback. For example:

	Mobile	N'hood	Village	Community	Town	Main	Central
Hardback	20	30	30	35	35	40	50
Paperback	80	70	70	65	65	60	50

### A.7.8 Performance

Standards for stock performance within each library band can be established through the analysis of stock and issue data. See section A.9 Stock Audit for a more detailed discussion of stock performance analysis.

Standards should relate to stock availability, use, turnover and currency.

Standards may differ by stock category or by stock management category and may also vary according to library band. For example:

- availability - the maximum percentage of stock on loan can be higher in a main library than in a neighbourhood library;
- use - fiction can be expected to attain a higher issue rate than non-fiction;
- turnover - a small collection of westerns in a neighbourhood library will require more frequent exchange than a larger collection of crime fiction in a main library;
- currency - the maximum age limit for non-fiction in a main library can be set higher than that for fiction in a neighbourhood library.

Standards can be related to current performance by basing them on the current band mean and amended as performance improves. Linking standards and performance in this way ensures that realistic standards and targets for improvement can be set.

#### A.7.8.1 Stock availability

Stock availability provides one indication of the amount of choice available to a reader and can be measured by calculating the percentage of stock on loan at any given time.

A standard for maximum percentage of stock on loan should be set for each combination of stock category and library band, for example:

	Mobile	N'hood	Village	Community	Town	Main	Central
Adult NF	10	15	15	20	20	25	30
Adult FIC	15	20	20	25	25	30	35
Large print							
Basic skills							
World languages							

### **A.7.8.2 Stock use**

The level of stock use shows how hard the stock is working and can be measured by calculating the stock issue rate (SIR), i.e. the average number of issues per item of stock. A standard stock issue rate (SIR) should be set for each combination of stock category and library band, for example:

	Mobile	N'hood	Village	Community	Town	Main	Central
Adult NF	1	2	2	2.5	3	4	5
Adult FIC	3	4	4	5	6	7	8
Large print							
Basic skills							
World languages							

### **A.7.8.3 Stock turnover**

The level of stock turnover indicates the proportion of fresh titles available to the reader and can be measured by calculating the percentage of newly purchased and rotated titles within a given stock.

Standards should be set defining target turnover per annum for each combination of stock category and library band.

An overall standard for stock turnover should encompass items added both through purchase and through rotation. For example:

	Mobile	N'hood	Village	Community	Town	Main	Central
Adult NF	30	25	20	15	15	10	10
Adult FIC	40	30	30	25	25	20	20
Large print	100	75	75	50	50	30	30
Basic skills							
World languages							

An additional standard should indicate the availability of newly published works by measuring the level of turnover achieved through new purchase only.

The current Public Library Service Standard for the replacement of existing stock with newly purchased titles (PLSS 10) is 6.7 years or 15% per annum. However, the PLSS regime is currently under review and will be replaced by a new performance management framework in April 2008.

	Mobile	N'hood	Village	Community	Town	Main	Central
Adult NF	15	15	15	15	15	15	15
Adult FIC	15	15	15	15	15	15	15
Large print							
Basic skills							
World languages							

#### **A.7.8.4 Stock currency**

A standard for maximum age is one means of ensuring stock currency and should be calculated by reference to accession date.

A standard should be defined for each combination of stock category and library band. Standards can be defined in terms of years and in terms of the percentage of stock meeting the requirement, for example

	Mobile	N'hood	Village	Community	Town	Main	Central
Adult NF	3 / 100%	5 / 100%	5 / 100%	7 / 90%	7 / 90%	8 / 85%	8 / 80%
Adult FIC	2 / 100%	4 / 100%	4 / 100%	6 / 95%	6 / 95%	7 / 90%	7 / 85%
Large print							
Basic skills							
World languages							

### **A.8 STOCK PROFILES**

Stock profiles form an extension of the stock standards and are essential to the effective management, monitoring and supply of lending stock. They should be constructed for each library band and/or for individual libraries as required; using previously defined stock categories and stock management categories (see A.6 above).

Stock profiles should be based on the principle that the range, type and quantity of stock available in any library should be proportionate to the use made of it. They should therefore be evidence-based, drawing on data concerning availability and use obtained through stock audit (see A.9.1 below).

Stock profiles set a target size or size range for overall stock, stock categories and stock management categories. They guide budget allocation and can be used to direct different types or amounts of material to different types of library or library band.

In constructing stock profiles, however, statistical data should never be more than a guide. It may always be modified by the demands of community profiles, customer surveys or service priorities.

#### **A.8.1 Stock profiles – general**

A general stock profile should identify the overall size of the lending stock and the relative size of each major category of stock within it.

All lending stock should initially be divided between adult and children's stock, for example:

	Mobile	N'hood	Village	Community	Town	Main	Central
Minimum stock	6000	10000	10000	16000	16000	20000	30000
	%	%	%	%	%	%	%
Adult	75	60	60	65	65	70	90
Children's	25	40	40	35	35	30	10

Adult lending stock should then be further sub-divided between the major stock categories, for example:

**TABLE 15: STOCK PROFILE – ADULT LENDING**

	Mobile	N'hood	Village	Community	Town	Main	Central
Minimum stock	4500	6000	6000	10400	10400	14000	27000
	%	%	%	%	%	%	%
Adult NF	20	25	25	38	38	45	55
Adult FIC	60	65	65	50	50	40	30
Large print	20	10	10	8	8	7	5
Basic skills				2.	2	5	5
World languages				2.	2	3	5

### A.8.2 Stock profiles – stock category

Individual stock category profiles provide a more detailed analysis, identifying the overall size of each major category of stock and the relative size of any subordinate stock management categories. The following example uses a limited range of adult fiction stock management categories:

**TABLE 16: STOCK PROFILE – ADULT FICTION**

	Mobile	N'hood	Village	Community	Town	Main	Central
Minimum stock	2700	3900	3900	5200	5200	5600	8100
	%	%	%	%	%	%	%
General	43	41	41	39	39	38	34
Crime	30	30	30	27	27	25	22
Thriller	20	20	20	18	18	16	14
SF/ Fantasy	2	4	4	6	6	8	10
Literary				4	4	6	10
Foreign				3	3	5	8
Western	5	5	5	3	3	2	2
Total	100	100	100	100	100	100	100

## A.9 STOCK AUDIT

Stock audit provides the evidence base which underpins the stock management framework. The stock audit process combines a number of different elements - performance analysis, editing, consultation, recording and review - to produce a comprehensive picture of stock performance and highlight priorities for action.

### A.9.1 Stock performance analysis

Stock performance analysis uses stock and issue data to provide a detailed comparison of stock holding and use, identifying areas of under-use or inadequate provision, and informing the development and revision of the stock management framework and supply specifications.

The data collected should relate only to stock available for loan and can relate to any grouping of stock, for example:

- Stock category or stock management category;
- Format – hardback or paperback;
- Shelf position - main sequence, display sequence.

The data can relate to any library or grouping of libraries.

All data should support year on year comparison to highlight the impact of previous stock planning activity.

Wherever possible use should be made of automated management information reports.

Statistics demonstrate - but do not explain - performance levels and trends and should therefore only be treated as a guide. Further investigation should always be undertaken to identify appropriate action.

#### **A.9.1.1 Availability**

The percentage of stock on loan at a given date provides a means of assessing stock performance in terms of its availability to readers. It can be obtained by calculating the total number of items on loan as a percentage of the total stock.

A table constructed using the following headings allows year on year comparison to demonstrate trends in performance.

Category	Stock O/L 2004	Stock O/L 2005	Total stock 2004	Total stock 2005	% O/L 2004	% O/L 2005	% on loan change

#### **A.9.1.2 Use – stock issue rate (SIR)**

Stock issue rate (SIR) indicates the average issue rate per item and provides a means of assessing level of use. It is produced by dividing the total number of issues by the total amount of stock, for example:

Category	Issues	Stock	SIR
Crime	750	250	3
Thriller	500	200	2.5
Sci-fi	250	150	1.7

A table constructed under the following headings allows year on year comparison to demonstrate trends in performance

Category	Issues 2004	%	Issues 2005	%	Stock 2004	%	Stock 2005	%	SIR 2004	SIR 2005	Issues % change	Stock % change	SIR change

### **A.9.1.3 Use - stock usage rating (SUR)**

Stock usage ratings expand on the information supplied by the SIR by providing a simple means of comparing the relative popularity of individual categories of stock. The method is based on the assumption that the amount of use made of any given category of stock should be proportionate to stock holding in that category.

A usage rating is calculated for each category of stock by dividing percentage issues by percentage stock and multiplying the result by 100, for example:

Category	Issues	% Issues	Stock	% Stock	Usage rating
Crime	750	50	250	41.7	120
Thriller	500	33.3	200	33.3	100
Sci-fi	250	16.7	150	25	67
All fiction	1500	100	600	100	

A rating of 100 signifies the norm. In the example above, thrillers represent 33.3% of all adult fiction stock and should therefore be expected to generate 33.3% of all adult fiction issues, producing a usage rating of 100. A usage rating below 100 suggests potential under-performance; a usage rating higher than 100 indicates potential under-provision.

The same techniques can also be used to analyse different facets of stock performance, using other parameters as required. A format parameter, for example, might be used to examine the relative performance of hardback and paperback stock. A location parameter might be used to examine the relative performance of stock in the main sequence against Quick Choice collections or other display sequences.

Usage ratings and SIRs must, however, always be used in conjunction with the overall level of issues. Some categories of stock, such as Literature or History, produce a high level of issues but a relatively low usage rating and SIR. These categories cover a wide field of knowledge and customers therefore require access to a greater range of stock. Any reduction in the amount of stock available risks a drop in the overall level of issues.

A table constructed using the following headings allows year on year comparison to demonstrate trends in performance.

Category	Issues 2004	%	Issues 2005	%	Stock 2004	%	Stock 2005	%	SUR 2004	SUR 2005	Issues % change	Stock % change	SUR change

### **A.9.1.4 Turnover**

The rate of stock turnover provides a means of assessing stock performance in terms of the availability of titles new to a given readership.

The overall rate of stock turnover should be monitored by adding together the number of new titles added through purchase to the number of titles added through rotation and expressing the result as a percentage of total stock.

A table constructed using the following headings allows year on year comparison to demonstrate trends in performance.

<b>TABLE 22: STOCK PERFORMANCE INDICATORS - TURNOVER (NEW PURCHASES + ROTATION)</b>							
Category	Stock 2004	Stock 2005	Additions 2004	Additions 2005	% Turnover 2004	% Turnover 2005	Turnover % change

The level of turnover achieved through new purchase provides a means of assessing stock performance in terms of currency.

This will become Performance Indicator 16 when the PLSS regime is replaced by the new Performance Management Framework in April 2008.

A table constructed using the following headings allows year on year comparison to demonstrate trends in performance.

<b>TABLE 23: STOCK PERFORMANCE INDICATORS: - TURNOVER (NEW PURCHASES ONLY)</b>							
Category	Stock 2004	Stock 2005	Additions 2004	Additions 2005	% Turnover 2004	% Turnover 2005	Turnover % change

#### **A.9.1.5 Currency**

The proportion of stock exceeding the maximum age limit provides another means of assessing stock performance in terms of currency.

It can be obtained by using the accession date and calculating the total number of items exceeding the maximum age limit at a given date as a percentage of the total stock.

A table constructed using the following headings allows year on year comparison to demonstrate trends in performance.

<b>TABLE 24: STOCK PERFORMANCE INDICATORS - CURRENCY</b>							
Category	Total > x yrs 2004	Total > x yrs 2005	Total stock 2004	Total stock 2005	% > x yrs 2004	% > x yrs 2005	% > x yrs change

#### **A.9.2 Stock editing**

A planned stock editing programme provides a systematic appraisal of the lending stock within each library, supplementing the data obtained from stock performance analysis.

Stock editing highlights stock gaps and weaknesses, as well as over-provision and unwanted duplication, and prompts remedial action which will include suggestions for purchase – whether for immediate order or for inclusion in stock development and annual stock spending plans.

User-defined system reports should be produced at regular intervals to support this work. They should identify:

- irrecoverable loans;
- unused stock (e.g. no issues in the preceding six months);
- heavily used stock (e.g. items with a total of forty issues or more);
- heavily requested stock;
- items of stock exceeding the maximum age limit.

All stock editing activity and comments arising should be recorded in an electronic stock log, see A.9.4 below.

### A.9.3 Stock consultation

Formal and informal consultation to obtain the views of staff and customers also plays an important role in the audit process.

Formal customer surveys can be designed to investigate opinion on many aspects of stock provision, for example:

	Agree	No strong feeling	Disagree
Libraries should stock more copies of bestselling titles.			
Libraries should purchase more new books in paperback.			
Libraries should purchase the widest possible range of books including expensive / specialist material.			
Libraries should concentrate their purchases on items published or distributed in the UK.			
Libraries should provide more books in alternative formats – large print, audio books.			

Informal comments suggesting additions to stock, reporting stock gaps and highlighting authors, titles and subject in particular demand should also be sought. All comments should be recorded in the appropriate stock log, see A.9.4 below.

### A.9.4 Stock logs

Stock logs record and collate activity, comments and actions arising from stock editing and stock consultation programmes.

Separate logs should be maintained by each library for each major category of stock, and entries should be collated under headings appropriate to the stock management framework. Different coloured fonts may be used to indicate the source of each comment, here editing (black), customer (red) and staff (blue).

Category	Date	Stock edited	Comments	Action
General	15/12			
Crime	15/12	A-Z	Limited choice, poor condition	Review performance stats Consider stock revision spend; increase annual % spend
	22/12		No James Patterson titles on shelf	Include in S/R spend Increase quantity in supply specification
	23/12		Regularly asked for James Patterson titles	As above.
Thrillers				

### **A.9.5 Stock review**

Stock reviews examine the overall condition, arrangement, display and promotion of stock in each library, in conjunction with performance data and stock logs. Stock reviews should be held at regular intervals – as a minimum once a year – and their findings should be recorded in a stock report.

### **A.10 STOCK REPORTS**

Stock reports collate and comment upon all elements of the stock audit process, identifying items for immediate action or for later inclusion in stock development and stock spending plans.

An annual stock report should be produced for each library; more regular reports should be produced if required by the stock review schedule. The stock report should include the following elements:

General appraisal	
Shelving	
Stock condition	
Stock arrangement	
Display facilities	
Promotions	
Editing	
Staff/borrower opinion	
Performance	
Action taken	
Further action required	

### **A.11 STOCK DEVELOPMENT PLANS**

A rolling stock development plan sets targets and priorities over the short, medium and long term, and provides for improvements in the quantity, quality and performance of stock.

Stock development plans should be produced on a library, library band or authority basis as required. They should also take account of internal influences, such as council priorities and service activity, and external influences, such as local partnerships and national agendas.

### **A.12 STOCK SPENDING PLANS**

Stock spending plans allocate the budget available for each major category of stock to meet the targets and priorities set out in the annual stock report and stock development plan. Stock spending plans should be based on current stock profiles and should be drawn up annually. Plans can be produced on a library, library band or authority basis as required. The following example uses a limited range of adult fiction stock management categories:

<b>TABLE 28: STOCK SPENDING PLAN - FICTION (BAND=MAIN)</b>				
Category	% stock	+ <%>	- <%>	% budget
General	38		4	34
Crime	25	5		30
Thriller	16	5		21
SF/ Fantasy	8		2	6
Literary	6		2	4
Foreign	5		2	3
Western	2			2
Total	100			100

Plans compiled for individual libraries or library bands should be cumulated to produce an overall stock spending plan for the category.(see section B.4 below).

### **A.13 STOCK PLANNING CYCLE**

Stock spending plans should be drawn up in conjunction with the budget cycle.

The annual stock review, and any accompanying revision of stock standards, profiles and development plans, should take place in the period April to September, using performance data collected for the preceding financial year. Spending plans can then be set for implementation from October onwards to support advance ordering from next year's budget. The budget totals at this point can only be estimates based on current levels of expenditure and should be adjusted at a later date in line with the actual budget settlement.

## PART B SUPPLY SPECIFICATION

### B.1 INTRODUCTION

A supply specification identifies, systematises and records the criteria which underpin individual selection decisions. Specifications can be used for multiple purposes and within multiple contexts: for example, to demonstrate accountability, to expose selection processes to outside scrutiny, to ensure the transfer of knowledge and expertise, to brief selectors – whether in-house or third party, or to determine the parameters used to operate automated selection systems.

A supply specification provides detailed instructions for the selection and purchase of stock, and should be updated on an annual basis.

A supply specification is required for each major category of stock – here adult fiction and/or adult non-fiction – and will provide the context, budget and profile for supply.

The **context** for supply will be provided by an authority profile, a library service profile and an outline of the general conditions of supply.

Information concerning the **budget** available will be provided by a stock category spending plan.

The **profile** for supply will be defined by a number of supply criteria.

These supply criteria will be chosen from a range of options and should answer a number of questions.

- Why are we buying this stock? Specify overall purpose, aims and outcomes.
- Who are we buying it for? Specify target audience.
- What do we require? Specify stock type.
- How much can we afford? Specify stock quantity.
- Where do we want it? Specify allocation rules.
- When do we need it? Specify pattern of supply.

Where more detailed instructions are required the same range of supply criteria may also be used to compile individual stock management category profiles.

Within this framework, supply specifications can vary widely in approach.

Prescriptive, input-based specifications specify stock type in detail. They are essential to automated selection systems and allow little or no discretion to the selector. The authority profile, library service profile, audience profile and statement of aims and outcomes provide no more than background information and can be outlined in general terms.

Outcomes-based specifications provide less detail regarding stock type and offer the selector greater freedom of action. However, they require a more detailed exposition of authority, library service, audience, purpose, aims and outcomes to inform selector choice. They are unsuitable for automated selection systems.

## B.2 AUTHORITY PROFILE

An authority profile should collate demographic information relating to those who live and work in the authority and to the local infrastructure available to them, using the headings outlined in Section A.3 Community Profiles.

Comparative figures setting the authority within its regional and national context are particularly useful.

Individual community profiles may also be included as required.

## B.3 LIBRARY SERVICE PROFILE

A profile of the library service should be provided, including the name and number of service points, banding structure, standards and current levels of performance.

More detailed profiles of individual libraries may also be provided as required.

The library service profile should also specify any sections of the stock policy which should be used to inform stock selection: for example, policies on racism, multiculturalism, inclusivity and pornography. Copies of the relevant sections of the policy should be attached to the supply specification.

## B.4 CONDITIONS OF SUPPLY

The conditions of supply should define the following elements of the specification. These include: the scope of the supply arrangement (supply only or allocation and supply), stock category, duration, servicing requirements, budget codes, item categories, supply times, supply monitoring; notification of unselected titles and returns procedures

<b>CONDITIONS OF SUPPLY</b>	
Scope	Specify the scope of this specification – supply only or allocation and supply.  <i>This specification is for the supply and allocation of stock according to the criteria set out below.</i>
Category	Specify the category of stock covered by this specification.  <i>This specification covers the following category of stock:</i>
Duration	Specify the duration of this specification.  <i>This specification is valid for the financial year &lt;insert dates&gt;.</i>
Servicing	Specify any requirements regarding servicing.  All servicing should be undertaken in accordance with the following on-line publication: <a href="#">Servicing Guidelines: Best Practice for Public Libraries</a> (NAG, 2006).  <i>Items should be serviced as follows:</i>
Budget codes	Specify any requirements regarding budget codes.  <i>The following budget codes are to be used:</i>
Item categories	Specify any requirements regarding item categories.

	<i>The following item categories are to be used:</i>
Supply times	Specify any requirements regarding supply times for new titles.  <i>New titles should be delivered on or within &lt; &gt; days of publication date.</i>
Monitoring – management information	Specify the frequency and content of any management information required.  Regular, timely and detailed reporting allows for the speedy identification and resolution of potential problems, and informs the annual revision of the supply specification.  Management information should allow supply monitoring under the following headings: stock category, stock management category, format, new titles, backlist – singly and in any combination thereof.  Reports should indicate number of titles and number of copies supplied to allow monitoring of range and quantity.  Reports should also indicate total gross expenditure, total net expenditure, servicing charges, delivery charges, percentage delivered at full discount and average discount achieved to allow monitoring of value for money.  <i>Reports on supply within this stock category should be supplied at monthly intervals.</i>  <i>Reports should be provided under the following headings:</i>  <i>Reports should state number of titles supplied, number of volumes supplied, total gross expenditure, total net expenditure, servicing charges, delivery charges, % delivered at full discount and average discount achieved.</i>
Monitoring - review meetings	Management information should be discussed at regular review meetings with the supplier.  Specify the frequency of review meetings.  <i>Meetings to review this supply arrangement will be held:</i>
Unselected titles	Specify any requirements regarding the notification of titles failing to match the criteria defined in the supply specification.  <i>Details of unselected titles which do not meet the criteria defined in this supply specification should be provided as follows:</i>
Returns	Specify any requirements regarding the return of titles rejected by the contracting authority because they do not match the criteria laid down in the supply specification.  <i>Any titles supplied which do not match the criteria defined in this supply specification will be returned in accordance with the following procedure:</i>

## **B.5 STOCK SPENDING PLAN**

The stock-spending plan identifies the total annual budget available for a category of stock and allocates a proportion of that budget to each of its constituent stock management categories. The following example uses a limited range of adult fiction stock management categories:

<b>TABLE 29: STOCK SPENDING PLAN (2) – ADULT FICTION</b>	
Total budget (net): £< >	
Servicing included: Yes/No	
Stock management category	% spend
General	34
Crime	30
Thriller	21
SF/ Fantasy	6
Literary	4
Foreign	3
Western	2
Total	100

## **B.6 CRITERIA FOR SUPPLY**

The criteria for supply should define in more detail the overall aims and expected outcomes of the specification, the target audience, the pattern of supply, the type and quantity of stock required, and the rules underlying its allocation to libraries and library bands.

### **B.6.1 Purpose, aims and outcomes**

Specify the purpose, aims and expected outcomes of this specification. Purpose – information, recreation, education, culture - should be defined in terms of the stock standards. A statement of additional aims and expected outcomes may expand on this by targeting other key areas: for example, issues, speed of supply, stock range, stock depth and value for money.

<b>CRITERIA FOR SUPPLY</b>	
Purpose, aims, outcomes	<p>Specify the overall purpose of the stock supplied through this specification: information, recreation, education, culture</p> <p>Specify any additional aims and expected outcomes of this specification.</p> <p><i>The purpose of the stock supplied through this specification is:</i></p> <p><i>The additional aims and expected outcomes of this specification are:</i></p>

### **B.6.2 Target audience**

Specify the target audience for this specification.  
The target audience should be specified in terms of the stock standards.

<b>CRITERIA FOR SUPPLY</b>	
Target audience	<p>Specify any requirements regarding audience type: popular, specialist, professional, school, college/university, adult learner, BME, emerging reader, visually impaired.</p> <p>Please include/exclude titles published for the following audience type(s): specification.</p>

The individual audience types identified above may also be characterised in greater detail. A specification for gardening books, for example, might identify the audience in the following terms:

<b>CRITERIA FOR SUPPLY</b>	
Target audience	<i>Please include titles published for the following audience type(s): Popular – leisure gardeners, allotment holders College/university – horticulture students Adult learner – garden design students Professional – market gardeners, smallholders</i>

The target audience may additionally be identified in terms of the borrower profile. For example:

<b>CRITERIA FOR SUPPLY</b>	
Target audience	<i>Titles of interest to 25-44 age group</i>

### **B.6.3 Stock**

Specify in detail the type of stock required to meet this specification. The list of criteria presented below presents a range of potential options. Choose only those which are relevant to the individual specification.

<b>CRITERIA FOR SUPPLY</b>	
Range	Specify any requirements regarding stock range. This may take the form of lists of sub-topics within a stock management category, supported by associated definitions as required.  <i>Please include/exclude the following area(s) of stock:</i>
Treatment	Specify any requirements regarding subject treatment: general, specialised, biographical, pictorial, practical, theoretical, historical, critical, humorous, textbook.  <i>Please include/exclude the following subject treatments:</i>
Level	Specify any requirements regarding level: introductory, intermediate, advanced
Academic level	Specify any requirements regarding academic level: Key Stage, GCSE, A/AS level, BTEC, NVQ, undergraduate, postgraduate.  <i>Please include/exclude titles at the following academic level(s):</i>
Currency	Specify any requirements regarding stock currency. These may define the ratio of newly published to backlist titles and/or the maximum age of any backlist titles supplied.  <i>At least &lt; &gt; % of all titles supplied should be newly published. Backlist stock may only be supplied within two years of the year of publication, i.e. titles published in 2005 may only be supplied up to the end of 2007.</i>
Sales	Specify any requirements regarding titles which appear on bestseller lists.

	<p>Specify the lists and rankings which should be used to determine bestseller status.</p> <p>Specify whether the total number of copies required is inclusive or exclusive of any copies already supplied on publication.</p> <p><i>Please supply &lt; &gt; additional copies of each new title included in the weekly Bookseller Bestsellers Top 10 Hardback Non-Fiction and Top 10 Paperback Non-Fiction lists, subject to our general criteria for supply.</i></p> <p><i>Please supply a total of &lt; &gt; copies of each new title included in the weekly Bookseller Bestsellers Top 10 Hardback Non-Fiction and Top 10 Paperback Non-Fiction lists, subject to our general criteria for supply and inclusive of any copies already supplied on publication.</i></p>
Prizes	<p>Specify any requirements regarding prizewinning, shortlisted or longlisted titles.</p> <p>Specify the prizes concerned.</p> <p>Specify whether the total number of copies required is inclusive or exclusive of any copies already supplied on publication or in response to bestseller status.</p> <p><i>Please supply &lt; &gt; additional copies of prizewinners and nominees as follows:</i></p>
Country of publication	<p>Specify any requirements regarding country of publication.</p> <p><i>Please include/exclude the following countries of publication:</i></p>
Publisher/ imprint	<p>Specify any requirements regarding publisher/imprint:</p> <p><i>Please include/exclude the following publishers:</i></p>
Series	<p>Specify any requirements regarding series.</p> <p><i>Please include/exclude the following series:</i></p>
Author	<p>Specify any requirements regarding author.</p> <p><i>Please include/exclude the following authors:</i></p>
Edition	<p>Specify any requirements regarding edition. These should cover: first paperback editions; reprints; new editions; revised editions; 2nd or subsequent editions; abridged editions, annual editions and other regular publications.</p> <p><i>Please include/exclude the following edition types:</i></p>
Simultaneous editions	<p>Specify any requirements regarding simultaneous editions:</p> <ul style="list-style-type: none"> <li>- simultaneous publication in hardback/trade paperback;</li> <li>- simultaneous publication in hardback/standard paperback;</li> <li>- simultaneous publication in trade paperback/standard paperback.</li> </ul> <p><i>In cases of simultaneous publication please exclude the following edition types:</i></p>
Format – standard bindings	<p>Specify any requirements regarding hardback and paperback supply. Separate specifications may be compiled for each binding. Where this is not the case, specify the ratio of hardback to paperback titles and state whether this is to be calculated in terms of expenditure or of number of copies received.</p>

	<i>At least &lt; &gt; % of all copies received should be in paperback format.</i>
Format – special bindings	Specify any requirements regarding special binding types: e.g. cased, ring, spiral, loose-leaf and leather bindings.  <i>Please include/exclude the following binding types:</i>
Format – other non-standard formats	Specify any requirements regarding other non-standard formats: e.g. titles which contain fill-in sections; tutors, workbooks, learning texts; compilations of photocopiable material; part works or sections of a larger work.  <i>Please include/exclude the following non-standard formats:</i>
Publication type	Specify any requirements regarding publication type , e.g. dictionary, encyclopaedia, atlas, gazetteer, phrasebook, omnibus edition, short story collection - single author, short story collection - multiple authors.  <i>Please include/exclude the following publication types:</i>
Price	Specify any requirements regarding minimum and maximum price per item.  <i>Please exclude titles with an RRP of less than &lt;£&gt; or more than &lt;£&gt;.</i>
Pagination	Specify any requirements regarding pagination.  <i>Please exclude titles with fewer than &lt;insert &gt; pages and/or more than &lt;insert&gt; pages.</i>
Size	Specify any requirements regarding size.  <i>Please exclude titles less than &lt;insert&gt;mm in width or more than &lt;insert&gt; mm in width.</i>  <i>Please exclude titles less than &lt;insert&gt;mm in height or more than &lt;insert&gt;mm in height.</i>

#### **B.6.4 Quantity**

Unless a standard number of copies is required for each title supplied within a stock category or a stock management category, it will be necessary to specify a number of different bands for supply.

Supply bands can be created within a stock category as a whole or within an individual stock management category. The order quantities set for each band must be related to the available budget. Average price per item can be used to translate the overall budget into a number of copies, which can then be distributed between the bands. However order quantities set at the beginning of a financial year can never be more than a best estimate. If supply monitoring suggests a potential over- or underspend, the quantities specified should be amended as required.

Supply bands can be created against any of the criteria listed under Stock above. However, the most useful approaches for fiction and non-fiction are listed below.

In the case of a fiction specification, bands can be created on the basis of potential demand, ranking authors and publishers as shown in the following example: Quantities may also vary here by publication type; for example, lower quantities might be set for short story collections.

<b>TABLE 30: STOCK SPECIFICATION – ADULT FICTION</b>			
Band	Defined by	Hbk - quantity	Pbk - quantity
Blockbuster	Specified authors	16	32
Bestseller	Specified authors	12	24
Popular	Specified authors	8	16
Standard	Specified authors	4	8
Other	Specified publishers	2	4
Other	All other publishers	1	2
First novel	Specified publishers	2	4
First novel	All other publishers	1	2

Lists of the authors and publishers included in each band should be provided and updated on an annual basis. There is no standard list of adult fiction authors and publishers. The number and identity of the authors and publishers included in each band should reflect authority size and budget, current retail trends, and regional variations in library demand.

In the case of a non-fiction specification a demand-led hierarchy is more difficult to achieve.

One approach is to specify a number of bestselling authors and to allot copy numbers accordingly.

Where suppliers have created their own rankings for newly listed non-fiction titles, it is also possible to create bands which mirror the fiction model.

<b>TABLE 31: STOCK SPECIFICATION – ADULT NON-FICTION</b>			
Band	How defined	Hbk - quantity	Pbk - quantity
Five star	Supplier rating	10	20
Four star	Supplier rating	8	16
Three star	Supplier rating	6	12
Two star	Supplier rating	4	8
One star	Supplier rating	2	4
Other	All other publishers	1	2
First novel	Specified publishers	2	4
First novel	All other publishers	1	2

Another approach is to identify a hierarchy of sub-topics within the 'range' criterion of a stock management category specification and allot copy numbers accordingly.



		Hbk - quantity	Pbk - quantity
Range - include	Garden makeover, design	10	10
	Patio, container, water gardening	6	6
	Plant groups – shrubs, annuals, perennials	4	4
	General guides	4	4
	Single species studies	1	1
	Horticulture	1	1
	Soil science	1	1

### **B.6.5 Allocation**

Where allocation of stock is required, the stock spending plan can be used to direct different types and quantities of material to different libraries and library bands in the following way:

	Mobile	N'hood	Village	C'mty	Town	Main	Central
Budget per band							
of which	%	%	%	%	%	%	%
Crime	30	20	20	20	20	15	13
Thriller	20	17	17	14	14	12	10
Sci-fi/fantasy	2	3	3	5	5	5	10
Literary	-	2	2	5	5	7	10
Foreign	1	2	2	3	3	4	5
Western	5	3	3	2	2	2	2
Other	42	53	53	51	51	51	50
Total	100	100	100	100	100	100	100

Rules should also be set regarding duplication and the number of copies per title to be allocated to each library or library band.

Where stock procurement is managed through individual service point budgets, stock may then be allocated up to the budget limit set for each library. Where stock procurement is managed through library bands, stock may then be allocated up to the budget limit set for that library band.

Stock may be allocated to an individual service point or to a stock rotation plan.

Details of an individual stock specification may also be used, for example:



	Hbk	Pbk	Bands
Garden makeover, design	10	10	All
Patio, container, water gardening	6	6	All
Plant groups – shrubs, annuals, perennials	4	4	All
General guides	4	4	All
Single species studies	1	1	Community, Main, Central
Horticulture	1	1	Main, Central
Soil science	1	1	Central

Matrices or templates can be used to distribute a set quantity of copies between library bands or libraries. Rules should also be set regarding duplication and maximum number of copies per title. Allocation Matrix (1) below allocates copies between bands:

Band	Quantity	Allocation
Blockbuster	32	4x Central, 8x Main, 8x Community, 4x Neighbourhood, 4x Village, 4x Mobile
Bestseller	24	3x Central, 6x Main, 6x Community, 3x Neighbourhood, 3x Village, 3x Mobile
Popular	16	2x Central, 4x Main, 4x Community, 2x Neighbourhood, 2x Village, 2x Mobile
Standard etc.	8	Pro rata as above
Duplicates (no more than < > copies per title) may be supplied to Central and Main Libraries only.		

These copies may then be distributed further. If a band consists of five libraries, for example, four copies per title might be allocated as follows:

A	B	C	D	E	Total
1	1	1	1		4
	1	1	1	1	4
1		1	1	1	4
1	1		1	1	4
1	1	1		1	4

Ai fixed distribution for one or more library bands may also be combined with a rotating distribution for others. For example, four copies allocated between one central and four main libraries might be distributed as follows:

Central	Main				
A	B	C	D	E	Total
1	1	1	1		4
1		1	1	1	4
1	1		1	1	4
1	1	1		1	4

### B.6.6 Pattern of supply

Specify any requirements regarding the pattern of supply for newly published and backlist titles.

CRITERIA FOR SUPPLY	
Pattern of supply – new publications	<p>Specify the pattern of supply required for newly published titles. This should aim to ensure regular supply throughout the financial year, while also reflecting seasonal variation in the publishing cycle - both in the total number of titles published and in the number of titles published within particular stock and subject categories. For example, publication of self-help and diet books peaks in January and February; personal finance, gardening, cricket and European travel in spring and early summer; football and revision guides in late summer and early autumn.</p> <p><i>New titles should be supplied throughout the financial year in accordance with seasonal variations in the publishing cycle – both in the overall number of titles published and in the number of titles published within particular subject categories.</i></p>
Pattern of supply - backlist	<p>Specify the pattern of supply required for backlist titles. Backlist titles might be supplied throughout the year or they might be delivered periodically: for example, annually as a budget-balancing exercise or quarterly to guarantee a regular input of stock in certain subject categories.</p> <p><i>Backlist titles should be supplied at the following intervals:</i></p>

## PART C SAMPLE SPECIFICATION

This sample specification pertains to adult fiction paperbacks. For further sample specifications, please see the [NAG website](#).

### C.1 STOCK SPENDING PLAN

	Mobile	N'hood	Village	C'mty	Town	Main	Central
Budget per band	£5,000	£10,000	£10,000	£15,000	£15,000	£20,000	£20,000
of which	%	%	%	%	%	%	%
Crime	30	20	20	20	20	15	13
Thriller	20	17	17	14	14	12	10
Sci-fi/fantasy	2	3	3	5	5	5	10
Literary	-	2	2	5	5	7	10
Foreign	1	2	2	3	3	4	5
Western	5	3	3	2	2	2	2
Other	42	53	53	51	51	51	50
Total	100	100	100	100	100	100	100

### C.2 CRITERIA FOR SUPPLY

<b>CRITERIA FOR SUPPLY</b>	
Purpose, aims, outcomes	<p>Purpose:</p> <ul style="list-style-type: none"> <li>- Recreation, education, culture</li> </ul> <p>Aims/outcomes:</p> <ul style="list-style-type: none"> <li>- to provide full range of published fiction including classic, contemporary, world and gender titles;</li> <li>- to meet immediate demand for the most popular authors;</li> <li>- to increase speed of supply;</li> <li>- to support social inclusion</li> <li>- to support new writing.</li> </ul>
Target audience	<p>Popular – leisure readers</p> <p>Specialist – readers of contemporary literary fiction</p> <p>School, college/university – literature, cultural studies students</p> <p>BME</p>
Range - exclude	<p>Please exclude - romances, westerns, graphic novels.</p> <p>Please include – all other fiction categories.</p>
Currency	100% of titles should be newly published.
Sales	Please supply 16 additional copies of each new title included in the weekly Bookseller Bestsellers Top 10 Paperback Fiction List, subject to our general criteria for supply.
Country of publication	Please supply US publications in category Science Fiction/Fantasy only.
Publisher	Please exclude the following publishers < >.

Series	Please exclude the following series < >.
Edition	Please include reprints and new editions
Simultaneous edition	Please supply simultaneous editions as follows: - Standard paperback preferred to hardback or trade paperback; - Hardback preferred to trade paperback.
Format – standard bindings	Paperback only
Format – special bindings	Please exclude all special bindings.
Publication type	Please exclude omnibus editions.
Price	Please exclude all titles below £5.99.
Size	Please exclude miniature editions below < > in height.
Pattern of supply	Stock should be supplied throughout the financial year in accordance with seasonal variations in publishing output.

### C.3 QUANTITY AND ALLOCATION

**TABLE 39: SUPPLY SPECIFICATION 2007/08 – ADULT FICTION (PAPERBACK) QUANTITY PER TITLE**

Band	Definition	Quantity
Blockbuster	Specified authors	16
Bestseller	Specified authors	12
Popular	Specified authors	8
Standard	Specified authors	4
Other	Specified publishers	2
Other	Crime / thriller	2
Other	All other genres	1
First novel	Specified publishers	2
First novel	All other publishers	1
<b>Notes</b>		
Allocation: 16: 2x Central, 4x Main, 4x Community, 2x Neighbourhood, 2x Village, 2x Mobile 12: 2x Central, 3x Main, 3x Community, 2x Neighbourhood/Village, 2x Mobile 8 etc.: as above		
Duplication: Duplicate copies should be supplied to the Central Library only.		

