

REQUESTS POLICY

Request Services aim to source and supply material not available from current stock, subject to the following conditions:

Items costing less than £3 will not be bought.

Requests will not be purchased if the format is unsuitable for library shelves (eg. spiral binding, alternative formats, etc).

1. Adult non-fiction

All requests accepted subject to the following conditions:

1.1 **New titles** - if fair readership (i.e. expected to generate more than 5 issues per year) and under £35.00 = purchase.

1.2 **Obscure title (i.e. unlikely to generate more than 5 issues per year) published within last 6 months:**

= Cannot apply to Inter Library Loan (ILL) if the title is less than 6 months old.

Return request to branch to ask customer to reapply in 6 months. If no ILL locations, advise customer that item is not available.

1.3 **Obscure title more than 6 months old:**

= apply to ILL , but if no ILL locations, advise customer that item is not available.

2. Adult Fiction

All requests accepted subject to the following conditions:

2.1 **Fiction and generating 5 issues or more per year** = purchase.

2.2 **Novels in foreign language** = ILL application.

3. Junior Fiction/Junior Non-fiction

All items purchased if in print. If out of print, no ILL application will be made.

4. Talking Books

Unabridged versions only purchased, in cassette, CD or Playaway format.

5. Non-fiction DVDs

Educational DVDs will be bought if available and under £35.00.

6. Language Sets

Purchase in CD format accepted if under £50.

7. Music CDs.

Music CDs will only be bought where they are likely to generate more than 5 issues per annum.