

# Exchange Procedures

Amended  
January 2026

## 1.0 Background

Regional stock is exchanged regularly to keep the collection refreshed, lively and inviting.

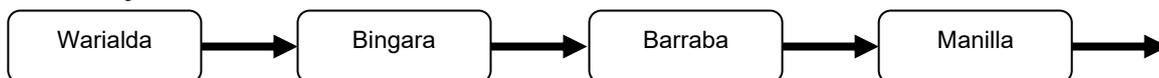
An Exchange Roster is distributed to the branches annually setting out the exchange dates, stock categories and numbers required. Exchanges are 'bumped' from one branch to the next on the weekly delivery circuit.

The beginning of the new Exchange Roster is a good opportunity to weed older stock in accordance with the Regional Resources Policy.

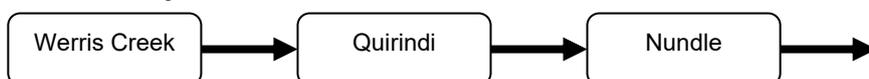
### The Resources Circuit

Stock is bumped along from branch to branch in the direction indicated by the arrows. (eg. NN stock to T, S stock is to U etc.).

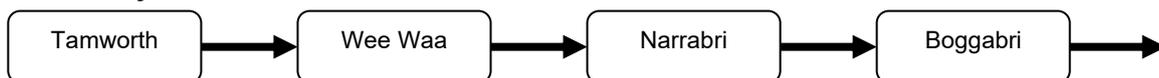
#### Tuesday



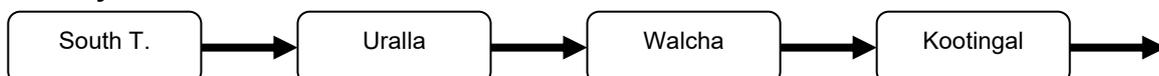
#### Wednesday



#### Thursday



#### Friday



## 2.0 Selecting /Receiving Exchanges

- All stock must be in good condition. Only send on items that you would be happy to receive at your own branch. Only include donations in very good condition (uncovered copies).
- When receiving exchange items however, keep in mind that over time, books inevitably show signs of age and use.
- Try to include stock that hasn't moved from your branch or been borrowed in a long time to give them a chance in another location.
- Periodically talk to the branch you are sending stock to. Check if exchanges have been suitable.
- Each item should be checked to see if it is already held by the receiving branch. If enough items within a particular category are difficult to find, discuss this with the branch or ring Headquarters.

### F/FA/FH (new)

- Publication dates: 2021 - 2026
- Includes the following genres: Adult Fiction, Australian Fiction, Horror.
- The 2 items that are 2 years old or less (i.e. current and previous calendar years) should be in very good condition.
- If fiction has not been borrowed for 3 months it's time to move it on.

### F/FA/FH (older)

- Publication dates: 2016 – 2020
- Stock must be in good condition.
- Includes the following genres: Adult Fiction, Australian Fiction, Horror.

### FSF/FT/FM (new)

- Publication dates: 2021 - 2026
- Includes the following genres: Science Fiction / Fantasy, Thriller, Mystery.
- Stock must be in good condition.

### FSF/FT/FM (older)

- Publication dates: 2016 - 2020
- Includes the following genres: Science Fiction / Fantasy, Thriller, Mystery.
- Stock must be in good condition.

### FR (new)

- Publication dates: 2021 - 2026
- Include an even mix of Mills & Boon and other Romance.
- Stock must be in good condition.

### FR (older)

- Publication dates: 2016 - 2020
- Include an even mix of Mills & Boon and other Romance.
- Stock must be in good condition.

### FW

- Publication dates n/a
- Stock must be in good condition

### **Large Print (new)**

- Publication dates: 2021 - 2026
- Titles from all genres (including non-fiction large print) to be included.
- Stock must be in good condition.

### **Large Print (older)**

- Publication dates: 2016 - 2020
- Stock must be in good condition.

### **Graphic Novels**

- Publication dates: 2021 - 2026
- Select for a range of target audiences (e.g. adult, junior, western-style, manga-style).
- Stock must be in good condition.

### **Young Adult Fiction (new)**

- Publication dates: 2021 - 2026
- Current series and popular authors are to be included.
- Stock must be in good condition.

### **Young Adult Fiction (old)**

- Publication dates: 2016 - 2020
- Stock must be in good condition.

### **Junior Fiction (new)**

- Publication dates: 2021 - 2026
- Current series and popular authors to be included.
- Stock must be in good condition.

### **Junior Fiction (old)**

- Publication dates: 2016 - 2020
- Current series and popular authors to be included.
- Stock must be in good condition.

### **Junior Fiction Picture Books**

- Publication dates: n/a
- Books must be in good condition
- Up to 2 may be included with Junior Fiction

### **Junior Easies**

- Publication dates: n/a
- Stock must be in good condition.

### **Picture Books (new)**

- Publication dates: 2021– 2026
- Try to include some material that is 1 to 2 years old (i.e. current & previous calendar years).
- Books may be hard or soft cover but must be in good condition.

### **Picture Books (old)**

- Publication dates: 2016– 2020
- Try to include some material that is 1 to 2 years old (i.e. current & previous calendar years).
- Books may be hard or soft cover but must be in good condition.

### **Adult Non-Fiction (new)**

- Publication dates: 2021 – 2026
- Non-Fiction exchange should consist of attractive recent publications
- General interest & coffee table books, craft, gardening, hobbies, travel, biographies etc which have spent 12 months in a branch should move on. Even if it is a favourite – it should be sent on.
- Stock must be in good condition

### **Adult Non-fiction (older)**

- Publication dates: 2016 – 2020
- Stock must be in good condition.

### **Junior Non-Fiction (new)**

- Publication dates: 2021 - 2026
- This is the same as for Adult Non-Fiction, ie, attractive recent publications.
- Include, for example, crafts, hobbies, dinosaurs, animals.

### **Junior Non-Fiction (older)**

- Publication dates: 2015 - 2019
- This is the same as for Junior Non-Fiction 2021-2026

### **Audio-visual (DVD, TCD, CD)**

- Publication dates: n/a
- Every item must be in working order and well presented. New replacement cases are available from HQ.
- Audiobooks
  - Select from both fiction and non-fiction
- DVDs
  - Select mostly movies. Non-fiction DVDs should be documentaries and information style only eg cooking, pilates, travel

### **Large Print (new)**

- Publication dates: 2021-2026
- Titles from all genres (including non-fiction large print) to be included.
- Stock must be in good condition

### **Large Print (older)**

- Publication dates: 2016-2020
- Include titles from all genres. Stock must be in good condition

### **Donations**

- Can be included in any category applicable, fiction or non-fiction
- Stock must be in very good condition, no creased or damaged covers. In 2026 we are trialing contacting new donation to prevent damage.

## 3.0 Exchanges procedure

### 3.1 Preparing exchange items

- Use Saved Query Lists to assist in selecting items for the weekly exchange (see Weekly Exchange Cheat Sheet for more info).
- In 'Circulation' choose 'Item' then 'Bulk Item Maintenance'. Change 'Item status' to 'Set' and 'In-Exchange'. Scan items.
- If any items are reserved, satisfy the reservation and select another item.

### 3.2 Packing Crates

- As for general delivery crates, exchange crates should only be packed to **one-half capacity**. This is an important and non-negotiable Workplace Health & Safety requirement.
- A blue tag should be attached to each exchange crate with the destination branch and the exchange week marked.
- When there are multiple exchange categories that could be confused with each other, please clearly label or pack the various categories separately (e.g., AF 2021-26 in a separate crate to the AF 2016-20).
- **CDs and DVDs** should be banded together or placed in a plastic document wallet to prevent them from falling out of crates.

### 3. Receiving exchange items

- Exchanges should be processed as soon as possible.
- Check the items you have received match the criteria.
- In 'Circulation' choose 'Item' then 'Bulk Item Maintenance'. Change 'Location' to your branch and tick 'check for reservations'. Scan items.
- If any items are reserved, satisfy the reservation and either ask the sending library for a replacement or reserve the item for your branch.

### 3.4 Items that don't meet the criteria

- If you receive items that do not meet the exchange criteria you should contact the sending branch first to discuss the matter. Items should then be returned to the branch in the next delivery. Replacement copies should be sent in the following delivery.
- Items being returned for replacement should be clearly labeled.
- If the sending branch has been unable to find sufficient suitable items, contact Headquarters.

### 3.5 Publication dates

- The publication year to be used when selecting items is the most recent date found on the verso page, the one that reflects the year in which the copy you are holding has been printed. For example, if a book is in its third printing, and has the dates 2017, 2002, & 1975 on the verso, then you would use 2017 as the publication year for that book.