

01-06-01 Philosophy

- a) Obsolescence, damage, normal wear and tear and space limitations make the discarding of materials, equipment and furnishings a continuing process. Whenever possible, property which is no longer useful to the library should be recycled, either by donation to another library or public agency, sale to a willing buyer or through available waste recycling programs.

01-06-02 Library Material

- a) With the exception of old magazines and newspapers, all items withdrawn from library collections will be offered for sale. No items may be promised to specific individuals. Sales will be advertised in advance and all items will be sold first-come, first-serve.
- b) Factors considered in the discard of books and other library materials include:
- Poor physical condition
 - Lack of use
 - Out of date information
 - Multiple copies of titles no longer in demand
 - Older editions replaced by later revisions
 - Space limitations
- c) Material will be sold in two ways:
1. A continuing sales area will be maintained within the library. Both withdrawn and gift material may be included. Money collected from this sale will be added to general revenues.
 2. The Friends of the Lester Public Library may hold a book sale of donated and withdrawn library materials. Proceeds from this sale will be split evenly between the library general revenue fund and the Friends organization.
- d) Due to staff time involved in bundling and selling old magazines and newspapers, these may be recycled without being offered for sale

01-06-03 Library Equipment and Other Property

Library equipment and other property with potential resale value that is no longer needed will be added to book sales or offered to other libraries, city agencies, prisons, jails, charities, community groups and/or educational groups.

01-06-04 Administration of This Policy

- a) The Library Director is responsible for the administration and interpretation of this policy. The authority to decide which materials, equipment or furniture to discard shall rest with the Library Director, who may delegate such authority to other staff members. The Library Director shall also have the authority to offer discarded property to other public agencies, to set the price of items for sale not specified in this policy and to send items to recycling and trash as needed.

Revised September 2000

Revised August 2013