

## DISPOSAL OF WITHDRAWN LIBRARY MATERIALS

The process of building and maintaining a library's collections requires that the library dispose of materials which are unnecessarily duplicated, obsolete, damaged, worn out or unnecessary for research, study or other needs.

The library disposes of unneeded material in whichever way is most appropriate and efficient. Materials may be: 1) given to other departments of the college or within the District, other institutions, or agencies; 2) sold through the bookstore or elsewhere; or 3) discarded. This also applies to gift materials.

### Guidelines for Disposal of Materials

1. Material to be removed from circulation shall be stored in a designated location.
2. As the material is removed from circulation, a list shall be prepared containing title, author, publisher, date of publication and the estimated value at the time of withdrawal. When the total value reaches \$2,500.00, this list shall be duplicated and submitted to the managers of the other colleges in the District. After receipt of this list, the other colleges have ten days in which to request transfer of the withdrawn material.
3. If withdrawn material has no value, it may be destroyed by the librarian without further action.
4. If none of the material is requested by other libraries in the District, it shall be stamped on the title page and on the front and back cover with the word "withdrawn," dated and initialed by the librarian.
5. When of best advantage to the District, withdrawn material may be sold to other libraries or any other tax-supported institution. If no purchaser can be found, the material may be offered without cost to any school or college. If no one will accept the material, it may be destroyed by burning or tearing.
6. In no case shall material leave the District without first being stamped "withdrawn."
7. The money received from the sale of withdrawn material shall be deposited to the General Fund of the District. The college shall issue receipts for money collected.
8. The library manager shall keep a permanent file of the lists of books withdrawn, money received and the disposition of books not sold.