



BOARD POLICY

WEEDING POLICY

Materials that are no longer useful to the Library are systematically weeded from the collection (books, magazines, newspapers, and other media) according to accepted professional practices. The criteria for removal of an item shall include:

- Lack of patron use
- Obsolescence of information
- Unusable due to physical condition or deterioration

Materials removed shall be declared as surplus and placed on sale, recycled or discarded according to the following procedures:

A. Those materials that are not in condition for sale are to be recycled or discarded, whichever proves most cost effective.

B. Those materials that are judged to be salable will be de-processed, identified as surplus items and offered to the Friends of the Library Book Nook. Library materials are never donated or sold to individuals, but must be sold at a public sale or auction.

Effective 9/6/02

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