

**DISCARDING OF MATERIALS**

**Policy**

It is the policy of the Board of Trustees of the North Merrick Public Library to discard materials deemed to be no longer needed in the collection.

**Objectives**

The objectives of this policy are to maintain a vital, useful, well-kept collection in order that available space can be effectively utilized; and perform discards and disposals in a manner which recognizes the Library's status as a tax supported, public institution.

**Procedure**

1. Responsibilities for the discarding of materials are as follows:
  - The Board is the legally constituted body responsible for the policies which govern the discarding of Library materials.
  - Management of the discard policies promulgated by the Board is assigned to the Director.
  - The Director may further delegate specific responsibilities for the discard of portions of the collection to other members of the professional staff. However, the Director retains the full responsibility and authority to discard any item—that the Director deems warranted.
  - Staff members delegated the responsibility to discard are responsible for exercising the skill, care, time, and knowledge of the materials required to perform a responsible job of discarding.
2. The discard function is an important professional activity which must be carried out on a continuous basis.
3. Selection of materials for discarding is based on the following criteria:
  - Materials worn out through use;
  - Ephemeral materials which are no longer timely;
  - Materials no longer considered accurate or factual;
  - Materials which are available in a constantly updated electronic format;

- Materials which have had little recent use;
  - Excess copies of a title no longer in demand.
4. Materials that are removed from the collection shall be stamped “Discard,” “Withdrawn,” or “Book Sale,” so that it is clear that the items have been removed from the holdings of the Library.
5. Disposal of discarded collection materials shall be accomplished according to the following priorities:
- Material which is judged by the Library staff to have possible resale value shall be made available for sale at the Library by the Friends of the North Merrick Public Library or through sale by a third party with the Library receiving a commission.
  - Some withdrawn yet suitable materials may also be transferred to agencies in need, such as Veteran’s Hospitals, not-for-profit institutions, collection drives for the military, etc.
  - Staff will review and update a list of potential recipients of discards on a recurring basis and document the same.
  - Materials unsuitable for sale or transfer shall be disposed of in a responsible manner.

**POLICY RESTATEMENT**

**MODIFIED ON:**

**ATTACHMENTS:**

Approved by the Board of  
Trustees on February 25, 2010