

DISPOSAL OF SURPLUS LIBRARY MATERIALS

Obsolescence, damage, normal wear and space limitations make the discarding of materials a continuing process. Factors considered in discarding materials include:

1. Poor physical condition
2. Lack of use
3. Out of date information
4. Multiple copies of titles no longer in demand
5. Old editions replaced by later editions

Materials of local significance will ordinarily not be discarded even if they meet the above criteria.

Final responsibility for deciding which materials to discard rests with the Library Director. He or she may delegate this authority to other members of the staff. As with material selection, decisions made by library staff to discard materials uses knowledge of library science, library materials and the Rochester Public Library community to meet the demands of the library's users and potential users.

Items discarded will be donated to Friends of Rochester Public Library, sponsor of the annual used book sale, with the proceeds being used to benefit the library. Gift items not added to the library collection will also be disposed of in this way. Discarded reference books may be offered to the Rochester Schools or to the libraries of the Rolling Prairie Library System before being given to Friends.

The Library does not automatically discard challenged materials. If a Rochester Public Library District resident wishes to comment on a library item for the purpose to have it removed from the library, a 'Request for Reconsideration of a Library Material' form is available at the circulation desk.

The procedure to challenge materials:

1. Patron should submit the completed form to the Library Director in person or mail it to him/her at Rochester Public Library, P.O. Box 617 Rochester, IL 62563
2. The Director will reconsider the material then present the request and his/her opinion to the Library Board of Trustees during a public meeting.
3. The patron will be notified of the date and time of that meeting and invited to comment.
4. The patron will be notified of any action taken as a result of the meeting.

Library property not covered above (i.e. equipment, supplies, and/or any personal property) which in the judgment of the Library Director is no longer necessary or useful for library purposes, may be disposed of in the following manner:

1. Personal property having an individual current value of less than \$100 may, at the discretion of the Library Director, be discarded, offered to other libraries within the Rolling Prairie Library system, turned in on new equipment, or made available for sale.
2. In the case of individual surplus items having current value of more than \$100 but less than \$1,000, the Board may authorize a trade-in of such items on new equipment or sale of such items in accordance with the provisions of the Illinois Library Act.
3. No favoritism shall be shown to members of the Board of Library Trustees or members of their immediate families who make bids on or purchase any library item declared surplus.
4. Any personal property having a unit value of more than \$1,000 but less than \$2,500 will be displayed at the Library and a public notice of its availability, the date, and terms of the proposed sale shall be posted.

Adopted: February 7, 2008

Revised: November 5, 2009

Rochester Public Library District