

## **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 Out of date information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 C.R.E.W. (Continuous Review Evaluation and Weeding) method 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 as well as gift items not added to the library collection may be offered to the Friends of the Rochester Library, Rochester Schools or to the libraries of the Illinois Heartland Library System.

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 Illinois Heartland 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  
Updated: December 13, 2018*