

## **Materials Discard Policy**

Because the trustees of the Leon Public Library recognize the need to periodically remove old, worn out, or outdated materials from its collection and because they wish to do so in a manner that is as beneficial to the community and as environmentally friendly as possible, they have chosen to adopt the following policy:

1. Materials withdrawn from the collection or obtained as gifts to the library but deemed not suitable for the collection may be donated to any agency serving the public. Priority will be given to schools, medical waiting rooms, or daycares within the community but agencies outside the immediate service area will not automatically be excluded. The main, determiner is that the agency be not for profit in its use of the materials.
2. Items not donated as above will go into the library's standing book sale-the proceeds of which currently go to support the regular operations of the library. Exceptions to this are items of sufficient value to warrant special sale arrangements with auctions, book dealers, etc. in which case the trustees will be kept fully informed as to the details of those arrangements. Further exceptions can be made to attempt to honor special requests from patrons on a first come first served basis so long as they are willing to pay fair market value for the items.
3. From time to time materials remaining in the book sale will be removed and an attempt will be made to dispose of them through special arrangements with organizations including but not limited to Better World or area booksellers. The trustees will be kept informed as to the nature of these arrangements and any income made from them.
4. Any items not disposable through the above means can be made "free to a good home" in a final attempt to continue their serviceability.
5. Any item failing to be disposed of in any of the above manners will be released to the City of Leon's waste disposal system.

Approved November 13, 2018

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