



Newfoundland & Labrador Public Libraries

Administration Division

POLICY

Category:	Operational	Circulation:	All Staff/Boards
Number:	Operations - 4.50	Replaces:	Disposal of Bks (78)
Subject:	Library Material Sales	Date Issued:	Oct. 1/12
Motion:	Number: N/A	Date Revised:	
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Background

Periodically, we identify excess library materials which need to be disposed of to help maintain the appearance of the library or the library collection. Since excess library materials must be disposed of in a timely and accountable manner a policy and procedures are required.

Policy

Excess library materials, for the purposes of this policy, are defined as all library materials, in print and non-print formats, deemed to be of little or no value to a local library. The materials may be considered excess because they were received as gifts that the library has no use for, are superseded by more current copies, are duplicates, or have been weeded and no longer needed.

All excess library material shall be:

1. distributed to another NLPL library, free of charge, if deemed to be of value to that library;
2. sold in a local book sale in accordance with the Library Materials Sale Procedures;
3. given to other public or community based groups free of charge;
4. recycled where practical;
5. as a last option, disposed of in an approved waste disposal site or by other means, in accordance with local rules and regulations and in accordance with the NLPL Library Materials Disposal Procedures.

Related Policies

Operational - Operations - 4.20 Donations

Operational - Operations - 4.110 Weeding

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Public Libraries**

Library Materials Disposal Procedures

Excess library materials shall be disposed of in the following order and in accordance with the corresponding procedures:

Distribution to Other NLPL Sites

1. When a library has excess material that may be of value to another NLPL within their division, the senior staff member shall send an email to all sites in the division listing the titles which are excess to their own library's needs.
2. Materials shall be distributed on a first come, first serve, basis and shipped to the requesting library free of charge.
3. When there is no interest in the excess materials, the items may be sold in accordance with the following procedure related to the *Sale of Library Materials*.

Sale of Library Materials

1. Excess library materials, which are not donated to other public library sites, shall be priced for sale in accordance with the following:
 - \$0.25, \$0.50, \$1.00, \$2.00 or \$5.00 depending on the item for sale, or
 - 10% of the list price.
 - In certain situations library staff may choose to set a higher or lower the price depending on the item(s) for sale, in consultation with the divisional manager.
2. Excess library materials, which are to be sold, shall be transferred to a "For Sale Shelf/Bin/Table/Room."
 - Materials shall be kept here for a reasonable period of time (two months suggested) to maximize the sale opportunity.
 - In larger sites, where the volume of materials will not permit this process, the materials may be held in temporary storage for a library materials sale, to be held at a later date.
3. When items, which have been moved to the "Sale Shelf/Bin/Table/Room" for the sale period, have not sold they may be moved to a storage area for a general library materials sale.
 - A library materials sale shall be advertised, well in advance of the sale date, when possible.
 - Materials may be sold by weight, or on an individual price per item basis at a rate set by the senior staff person in consultation with the local board chair or the divisional manager.
4. Monies generated from the sale of library materials, either from the "Sale Shelf/Bin/Table/Room" or from the library materials sale, may be kept by the local library board and used to purchase new library materials.
 - This revenue must be reported on the local board's financial reports.
 - The collection, storage and custodianship of the money shall be in accordance with NLPL fiscal guidelines for local library boards.
5. Materials not sold at the "Sale Shelf/Bin/Table/Room" or the library materials sale, may be given, free of charge, to any not-for-profit organization or agency which has registered with the library requesting to receive materials.

Donation to not-for-profit Organizations

1. Excess library materials not sold can be given, free of charge, to not-for-profit organizations or agencies which have registered with the donating library.
2. Agencies can register by submitting a request for excess library materials in writing complete with the name of the organization, location, mailing address, and contact name and phone number. They should also verify they are not-for-profit by providing their charitable registration number.
3. The registration process may be advertised in the local paper, on radio or TV.
4. Materials shall be donated to registered groups on a rotating basis.
5. Remaining excess materials should be recycled, in accordance with local guidelines, or disposed of at a local waste disposal site in accordance with local rules and NLPL procedures.

Recycling

1. Items not donated for not for profit organizations or agencies shall be recycled in accordance with the local rules and procedures.
2. If recycling services are not readily available or are expensive, excess library materials may be disposed of at a local waste disposal site or by other means provided the local rules and regulations are followed.

Waste Disposal Sites or Other Means

1. Disposal of excess library materials in a waste disposal site should be considered only after all other options have been explored.
2. If possible, all public library markings should be removed from the items.
3. Disposal should be done over a period of time so as to minimize the risk of members of the public finding large volumes of materials disposed of via this means.
4. In some instances, disposal by burning may be preferred to disposal via a waste disposal site. In this case, burning should be carried out on small volumes of materials to ensure complete burning.
5. In all instances disposal shall be in accordance with local rules and regulations.