

DISPOSAL OF LIBRARY MATERIALS

POLICY NO. 13-01

PURPOSE:

It is the intent of the Board of County commissioners by the adoption of this policy to establish uniform written guidelines for the disposal of obsolete, damaged, unnecessary, duplicated or unused library materials.

This policy is intended to aid in the collection of library materials by systematically removing such materials from the collection to make the best use of space, place quality before quantity as a criteria for collection development, and to provide current, accurate information by discarding outdated materials and to establish a regular program of replacement buying and rebinding.

In determining which materials are to be removed from library shelves and disposed of, the following procedures will be undertaken by the Librarian and their staffs:

POLICY:

The Library Services Director from time to time will ensure that a review is undertaken of the “use-rates” of the present library materials in an effort to analyze the present condition and use patterns of the collection, in order to make an informed recommendation for the removal of unused or obsolete materials or future acquisitions. The following three factors should be utilized when culling library materials: (1) condition; (2) currency; and (3) usage.

1. All branch librarians will cull materials when they are in poor condition, and decide whether they should be repaired, rebound or replaced. In addition, any materials which the branch librarian finds to be obsolete should be removed from the collection and the Library Services Director notified.
2. When a new edition of a work is purchased, the older editions may be discarded when appropriate.
3. The third factor to be considered when culling is the use the material

has received in the immediate past. The decision to discard an item based on lack of use will be strongly influenced by the space available to each branch. When lack of use indicates an item is a candidate for withdrawal, the branch librarian should determine if any factors exist which indicate that the item should be retained, e.g., historical value.

4. Branch librarians with limited shelf space will consider for withdrawal any item which has not circulated two times in the past year and may apply fewer of the selection guidelines in deciding if a low-use item should be retained. These outlets will rely on the central and branch libraries to supply items which can no longer be housed.
5. Branch libraries do not have room to house unused materials and should consider for withdrawal any items which have not circulated in the past year. In determining whether to discard material, the Branch Librarian should examine the selection guidelines with special attention to those items dealing with the relationship of the material to other resources in the collection. The branch libraries will depend on the central library to retain many items with low circulation.
6. The central library will attempt to retain many little-used items as long as they are still of value. As in the branch libraries, items which have not circulated in the last year should be considered for withdrawal. However, before discarding little-used materials, the Library Services Director may want to consider a broader number of the selection guidelines, especially those dealing with literary merit or availability of the material in other regional libraries.

METHOD OF DISPOSAL:

Pursuant to the stated guidelines and considerations, the Library Services Director shall from time to time certify to the Board of County Commissioners library materials to be withdrawn from the collection. Withdrawn materials are those without commercial value.

The Board of County Commissioners shall determine the disposition of such materials either by donation to the Friends of the Library under F.S. 274.06, or in the alternative, declare such materials as surplus property eligible for disposition under the provisions of F.S. 274.05 and 274.06.

Replaces:

Reference: February 26, 1991

Adopted: September 18, 1991

Amended: November 15, 2005