



Greenwich Library Policy

Disposal of Discarded Materials

Reviewed and Unchanged November 4, 2009

Effective management of the Library's collection is guided by the Library's Long Range Plan and requires continual review of the collection and discarding outdated or obsolete titles, duplicate copies, and worn-out or damaged copies. Such discarded materials will be disposed of by the following means:

- Sales to the public and/or to dealers.
- Donation to other libraries and/or to not-for-profit organizations.
- Removal for recycling, if possible, or for destruction.

In recognition of the staff's work priorities, discarded materials will not be reserved or held for individuals.

Guidelines for Policy Administration

Procedures for administering policy will be uniform throughout the main library and branches.

Staff responsibility for the disposal of discarded materials does not extend beyond arranging for delivery to the Library discard area or to recycling or disposal centers.

Sales proceeds will go to the Friends of the Greenwich Library or to the Friends of the appropriate branch.

Selection, boxing, and delivery of discarded materials for donation or sale are the responsibility of the recipients and/or volunteers, not the Library staff.

Replaces Disposal of Discarded Materials
Adopted March 11, 2003