

Mid-Mississippi Regional Library System

Library Material Disposal Policy



The purpose of this policy is to prescribe the appropriate method for the disposal of Mid-Mississippi Regional Library System (MMRLS) materials.

There are generally two broad categories of traditional materials subject to disposal:

1. Materials in the MMRLS collection that have been withdrawn in accordance with the MMRLS Collection Development Policy.
2. Materials donated or otherwise provided to MMRLS, which are found, for whatever reason, to be inappropriate for the collection based on the MMRLS Collection Development Policy.

The first group of materials must be discarded and withdrawn from the collection, following MMRLS procedures for discarding materials, prior to disposal. The second group can normally be disposed of as soon as the decision is made not to add them to the collection.

In the case of large gifts of 50+ library useable materials a “MMRLS Donation of Items Agreement” form should be signed by the donor and kept on file at the library receiving the donation. (*See attached form*).

Disposal Methods

There are four approved methods for the disposal of MMRLS materials: Friends of the Library book sale, sale to a dealer, donation, and discard. No MMRLS materials should be sold privately to any individuals within a MMRLS Branch Library’s community; sales to individuals within a MMRLS Branch Library’s community should take place only through public Friends of the Library sales. These methods are all appropriate for both unwanted gifts and materials withdrawn from the collection. **The method selected in each case is the responsibility of each MMRLS Branch Manager.**

1. Friends of the Library Book Sale - A public sale that is open to all – or all potentially interested – citizens of a MMRLS Branch Library’s community. The availability of such materials for public sale should be announced in advance, in such a way as to give all potentially interested area citizens an equal opportunity to purchase items of interest. Prices should be set by the MMRLS Library’s Branch Manager. After all local sales of surplus books have taken place, the Friends of the Library may dispose of all remaining surplus materials, as they see fit. The sale should be conducted by the local library’s Friends of the Library members. Book sale events, lasting no more than one week, will be routinely scheduled on a quarterly,

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(continued) *Library Material Disposal Policy*

semiannual, or annual basis. Branch libraries will not have ongoing book sales inside the library. This activity clutters and makes the library less appealing. All revenue from a branch library's Friends of the Library book sale is used to benefit that individual branch library.

- 2. Sale to Dealer** – When selling to a dealer, **it is advisable that bids be openly solicited from several dealers who might potentially be interested.** Some arrangements with dealers include the stipulation that the dealer take all the materials being offered. It will be the responsibility of the dealer to pay any of the shipping costs. All revenue from the sale of library materials should be used to the benefit of the local branch library.
- 3. Donation** – Branch libraries may choose to donate withdrawn materials or unwanted gifts to other non-profit community organizations, agencies or groups, such as a local Head Start, nursing home, or prison at the discretion of the library's Branch Manager. **The Branch Manager will seek approval from the MMRLS Executive Director if he/she is unsure if a specific organization, agency or group should receive the donation.**
- 4. Discard** – If it is determined with reasonable certainty that specific items are unsuitable for sale or donation, or materials have been made available in Friends of the Library books sales numerous times, a branch library may discard those materials in the branch library's trash.

All MMRLS withdrawn or unwanted donated material that will be sold, donated or discarded will be held in a non-public area of the library (examples, garage, attic, closet, storage room) in a neat and orderly manner.

These materials will only be made available for public viewing at the time of the above stated disposal methods.

**Mid-Mississippi Regional
Library System
Donation of Items Agreement**



I agree to allow the _____ to use the items that I have
(Branch Library)

donated for the benefit of the library or libraries within the Mid-Mississippi Regional Library System. I understand that some or all of my donation may not be accepted into the library's collection. If not, the items will go into the library's Friends of the Library book sale for the benefit of the

(Branch Library)

I further understand that even if added to the library's collection the items may be withdrawn at sometime in the future.

Donor

Date of Donation

Library Staff Receiving

Name: _____

Address: _____

City: _____

State, Zip Code: _____