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PROCEDURES MANUAL

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Subject: POLICY AND PROCEDURE FOR  
DISPOSAL OF WITHDRAWN LIBRARY  
MATERIALS

Effective Date: August 2008

Review Date: August 2010

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**POLICY:**

Riverside City Council action (Resolution #17788, July 9, 1991) empowered the Board of Library Trustees to set policy for the disposal of withdrawn library materials with City Council approval. The Board of Library Trustees at their monthly meeting of March 24, 1997 has amended the previous policy adopted in August 1979. The Board has determined that all withdrawn library materials will be properly withdrawn from a library collection by authorized staff. Materials will be offered first to the Friends of the Library for possible fundraising activities and then to any other state institution, public agency, non-profit charitable organization or to children or adults in the State of California for the purpose of increasing the general literacy of the people.

**PROCEDURE:**

## Authorized Staff

1. Deselect materials based upon professional weeding criteria (See Procedures Manual #VII-E-2 General Branch Guidelines for Purchasing and Weeding in Non-fiction)
2. Withdraw the materials from the bibliographic database
3. Remove or mark through all of the Library's identifying marks including inside, outside, and spine labeling, book pockets, date dues, and barcodes
4. Use the WITHDRAWN stamp and clearly mark materials in at least one area
5. Desensitize the materials (if applicable)
6. Offer withdrawn materials to the local Friends of the Library and then to the following:
  - state institutions
  - public agencies
  - non-profit charitable organizations
  - children or adults in the state of California for the purpose of increasing the general literacy of the people

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Library staff often receives requests from organizations asking for book donations. In these instances, the organization should be told that they must request withdrawn books, in writing, from the Board of Library Trustees (who meet on the fourth Monday of the month). The letter should identify the name of the requesting organization, how to get in touch with the organization or one of its membership, and the number of boxes of adult and/or juvenile materials that are desired. It is the responsibility of the requesting organization to arrange for the pickup of the withdrawn books, their storage, and their disposal.