

Dixon Public Library District

POLICY AND PROCEDURE HANDBOOK

POLICY TITLE: Materials Withdrawal

POLICY NUMBER: 4251

4251.1 The Library District will withdraw, remove and discard books, magazines, newspapers, databases, other online resources, DVDs, CDs, and other items (hereinafter called "library materials") which reflect

- obsolescence of information,
- lack of use,
- physical deterioration or damage which makes them unusable, and
- cessation of need for the subject area, discipline or genre.

4251.1.1 Such materials may be given to the Friends of the Dixon Public Library for its used book sale, donated to another non-profit or governmental agency, or recycled.

4251.2 The authority for materials withdrawal lies with the District Librarian, and under his or her direction such members of the staff who are qualified by education, training or experience. Library materials so withdrawn shall be held to have been withdrawn by the Library Commission.

Adopted 01/22/2007