

DISCARDING OF LIBRARY MATERIALS POLICY
(adopted 6/15/09, 6/16/14)

From time to time it may be necessary or advisable to discard materials in the Library's collection. In general, materials which are out-of-date; for which there is unlikely to be interest in the future; for which multiple copies are no longer needed; which are in formats or editions that have been superseded, or are in poor condition, should not be kept in the collection.

It is the Director's responsibility to establish criteria for discarding items. Such items may be disposed of in any legal manner, however the Trustees expect that:

When practical, discarded items not be destroyed, but rather be sent to other agencies, such as the South Huntington School District, other public libraries, non-profit service agencies, literacy programs, etc., if they can be put to productive use by such agencies. Discarded items may also be put out for sale to the public by the Friends of the South Huntington Public Library at a price to be established by the Director.