



DISPOSAL OF LIBRARY MATERIALS POLICY

POLICY NUMBER: 3.02

SCOPE

This policy safeguards that withdrawn library materials are disposed of in an orderly and legal manner, and identifies disposal methods.

The Board of Trustees of the Whatcom County Library System authorizes the Executive Director, or designee(s), to withdraw and dispose of library materials.

In order to maintain a collection of materials that best serves the public, WCLS must periodically withdraw library materials (books, magazines, DVDs, CDs, etc.) from the collection for a variety of reasons according to library best practices.

Library materials will be disposed of according to the following priorities:

1. By making them available to nonprofit Friends of the Library groups to support their book sales. Each Friends group that takes materials within the calendar year will be assessed an annual fee of \$10 by WCLS.
2. By transferring them to nonprofit organizations that specifically exist to benefit WCLS, primarily the Whatcom County Library Foundation.
3. By using them for outreach to nonusers to introduce them to the library and library materials.
4. By donating them to other institutions or nonprofit organizations so that they may continue to be used.
5. If the materials cannot otherwise be disposed of, or are damaged, they will be recycled or discarded.

WCLS employees may only purchase withdrawn library materials through Friends or systemwide book sales.

RELATED POLICIES: [Collection Policy 3.01](#); [Gift Acceptance Policy 20.12](#).

STATUTORY REFERENCE: [RCW 39.33.070 School districts and libraries](#) – Disposal of obsolete or surplus reading materials – Procedures.

APPROVALS AND UPDATES

Date	Action	Reviewer	Approved By	Approval Signature
November 16, 1999	Adopted.	-	Whatcom County Library System Board of Trustees	/s/

Date	Action	Reviewer	Approved By	Approval Signature
December 13, 2010	Revised.	-	Whatcom County Library System Board of Trustees	/s/ Deb Lambert
March 18, 2014	Revised.	-	Whatcom County Library System Board of Trustees	/s/ Deb Lambert
December 20, 2016	Revised.	-	Whatcom County Library System Board of Trustees	/s/ Marvin Waschke