

DISPOSITION OF MATERIALS

POLICY

Any material which is badly damaged, unpopular, out of date or badly worn shall be weeded regularly. Lack of space discourages duplication of material.

PROCEDURE

The Librarian shall regularly check for duplicated, damaged, out of date, unpopular or worn materials and remove them.

Discarded material may be sold or donated to any person or organization interested in making use of it. Otherwise it shall be destroyed.

Original: 2005
Amended:
Reviewed: May 2018