

## **SALE/DISPOSITION OF LIBRARY MATERIAL**

At the discretion of Administrative staff, the Library will dispose of withdrawn Library materials and Library property when the materials or items are no longer necessary. Administrative staff will make every attempt to repurpose items deemed useful by offering them to other entities. When items and materials are no longer relevant or are damaged, staff will make every attempt to recycle them.

Appropriate materials will be placed on the Book Sale shelves for the public. All materials on the Book Sale Shelves will be available on a first come/first served basis. The Library will not hold materials for specific individuals. Items on the Books Sale Shelves are offered to patrons on a donation only basis. Administrative staff is authorized to suggest a donation per item and patrons may choose to donate when taking an item.