

ATTACHMENT F

Policy Review: Sale Disposition of Library Material

SALE/DISPOSITION OF LIBRARY MATERIAL

At the discretion of Administrative staff, the Library will dispose of withdrawn Library materials in any of the following ways:

~~Withdrawn items may be placed at locations such as Elmhurst Memorial Hospital or the METRA station to publicize the Library.~~ Appropriate materials may also be offered to District 205 and other Elmhurst schools or to not-for-profit/charitable organizations at the discretion of the Library Director or Assistant Library Directors. Remaining titles will be placed in the Book Sale Room for the public. When this is not feasible, the Library will dispose of any remaining unsold and unwanted material.

If there is reason to believe that gift or withdrawn material may be of particular value to collectors, dealers may be contacted to bid on them.

~~Unsold or unwanted materials may be offered to such organizations as the Salvation Army who will pick up and take all material without being selective. When this is not feasible, the Library will dispose of any remaining unsold and unwanted material.~~

All materials placed in the Sale Room will be available on a first come/first served basis. The Library will not hold materials for specific individuals.

The Library will accept gift material to be considered for addition to the collection or to be placed in the Book Sale Room. See section 4.3 for policy on gift material. Items in the Book Sale Room 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.