

DISCARDING OF LIBRARY MATERIALS POLICY

The mission of the Beloit Public Library is to improve the quality of life in our community by providing resources and services that stimulate lifelong personal enrichment, enjoyment, reading, and learning. To achieve this mission, the Library's collection must be continually evaluated to ensure the materials are current, accurate, and/or relevant to the needs of our community. Factors considered when discarding materials include:

1. Poor physical condition
2. Lack of use
3. Poor content; inaccurate information
4. Multiple copies of titles no longer in demand
5. Editions replaced by updated revisions or alternative formats

Materials of local significance will ordinarily not be discarded even if they meet the above criteria.

Judgments of priority often need to be made in the discarding of library materials, especially when faced with space limitations. Staff may need to discard materials that are used but used less frequently than other materials.

Final responsibility for deciding which materials to discard rests with the Library Director. He or she may delegate this authority to other members of the staff.

Guidelines used by staff members in this process include standard library catalogs and lists, professional readings, and the *CREW Method* based on local use patterns.

Discarded items may be donated to the Friends at Beloit Library or another local organization; they may also be disposed of or recycled. Gift items not added to the library collection may be disposed of in this way or sold to benefit the library.

The library does not automatically discard challenged materials. The Library Board's *Materials Selection Policy* and the Library's *Citizen's Comment on Library Materials* procedures outline current practice. If a Beloit Public Library cardholder wishes to comment on an item for the purpose of having it removed from the Library, a "Citizen's Comment on Library Materials" form is available at all service desks.

History: Approved August 1982; Amended August 1985; Amended December 1987; Amended June 1994; Amended May 1997; Reviewed March 2000; Reviewed December 2003; Revised December 2006; Revised December 2012.