Chatham Public Library Book Disposal Policy

The Library Director is responsible for maintaining a current and relevant library collection. This includes clearing obsolete media formats and outdated materials to make room for new materials coming into the collections. Items that have not circulated in several years, and that were published before a certain year, are candidates for weeding and disposal. After this process takes place, a list of books and media that are no longer of practical use to any other department of the Chatham School District will be presented to the Chatham Board of Education, who will designate the books be sold, donated or otherwise disposed of.

Once an item has been designated eligible for disposal, the Director will decide which books will go onto the Library's on-going book sale table, and which may be disposed of through a book sale by the Friend's of the Chatham Public Library, or offered to vendors who specialize in selling discarded library materials.

Remaining items designated for disposal may be scrapped or donated to charitable and non-profit organizations, preferably within the Chatham School District area.

The proceeds from the sale of disposed library materials will be classified as gifts and donations and will be held in trust in the other purpose funds account for future expenditures.

All district records relative to property disposal will be retained in accordance with the State Education Department retention schedule.

CCSD policy #6900, Disposal of District Property

Adopted: October 25, 2011