

	Authorized By:	Salt Lake County Library Board of Directors	
	Subject:	Property Disposal Policy: Public Library System Materials	
	Effective Date	Version #	Revision Date
	May 24, 2010	1	

Policy Statement

It is the policy of the Library Board that Library collections be current and attractive. To accomplish this, Library staff shall continuously evaluate library collections and remove materials that are outdated, excessively worn, or duplicate copies that no longer meet public demand but could be used for library programs or could be declared surplus and discarded in various ways.

Definitions

Discarded materials – Items which are no longer needed in the library collection and have been removed from the Library’s catalog and shelves.

Gift materials – Materials which are donated to the library. Gifts are accepted with the understanding that the library may add them to the collection, use them for library programs, sell them at public sale, or discard them. Disposition of gift materials is decided by the library on the basis of the library’s need for the item, the gift’s physical condition, and its publication date. All gift materials which librarian staff decides to add to the collection must meet the standards of Salt Lake County Library Materials Selection Policy.

Materials – Books, magazines, and audio visual items that are part of the library’s collection. This category includes miscellaneous items which may or may not have been cataloged into the collection.

Programs – Library-sponsored reading promotions.

Special pricing – Library materials which are unique or rare, such as first editions or autographed copies or sets of expensive reference or other materials shall be priced by staff in accordance with the best and highest estimate of market value. If appropriate, expert opinions or published guides shall be used to establish market value.

Transferred – Library items which are no longer needed in one location may be physically transferred to another library location on a permanent basis.

Weeding – The process of systematically reviewing all or part of the library materials collection to identify items that are outdated, in poor condition, or no longer needed in the library collection.

Regulation

1.0 The disposal of surplus library materials shall be in accordance with County Ordinance, Chapter 3.36, Property Disposal, section 3.36.060, Public Library System Materials.

1.1 “Upon the request of the county library board of directors, the mayor may declare surplus and authorize the disposal by the library director of books, audio-visual materials, or other informational materials that are no longer needed, required or suitable for use in the county library system.

1.2 Such disposition may be accomplished in any manner authorized under this title or by sale to individual members of the public after the item being sold has been publicly displayed as being for sale and the sale price has been clearly marked thereon prior to the sale.

1.3 The sale price of each item sold by public display shall be as determined by the library director and approved by the library board.

1.4 All proceeds from the sale of books, audio-visual materials, and other informational materials under this chapter shall be deposited into the county library fund for library use.

1.5 The library director may, subject to the approval by the library board of directors, dispose of surplus books, magazines, audio-visual and informational items displayed for sale, but remaining unsold, transferring to such public entities, non-profit entities, or community groups or projects as the library board deems appropriate.

1.6 The transfer to nonprofit entities, community groups or projects shall be for fair and adequate consideration unless in the judgment of the library director and the library board the items have little or no market value, in which event the property may be transferred without consideration if the recipient pays the cost of delivery and agrees to use the materials for educational or informational purposes, or, if such a recipient cannot be located with reasonable effort, the material may be discarded or donated without consideration to a nonprofit entity, community group or project.

1.7 The disposition of property other than books, audio-visual materials or other informational materials held by the library system shall be under the control of the county purchasing agent in accordance with Section 3.36.030 of this chapter.”

Authorized by

Approved by the Salt Lake County Library Board of Directors, May 24, 2010.
Reviewed by Policy & Procedures Committee, June 16, 2022.

Date to be reviewed: 2027