



Newmarket Public Library

Policy on Disposal and Donations of Library Materials

Purpose

The purpose of this policy is to outline criteria for the removal and disposal of library materials as well as for the acceptance of donated materials. For all other donations to the Library, see the Donation Policy.

Removal of materials from the Library collection

Materials may be removed from the collection for the following reasons:

1. Demand is low, suggesting low relevance to the needs and interests of the community
2. Physical condition is poor
3. They are out of date, or superseded by either a new edition, or a better item on the subject
4. The information contained in the item is proven to be factually incorrect
5. The information may be obtained elsewhere, through interlibrary loan, reciprocal borrowing, or electronic form

Donations of library materials

The Library accepts donations of books or any other materials in formats offered for loan or use by the Library. Such gifts are accepted on the understanding that the Library retains unconditional ownership of the items and may use or dispose of them as it sees fit. The Library is not responsible for ensuring the donor is aware of these conditions.

The Library reserves the right to refuse donations when the material is not deemed usable for the Library collection or for sale. This includes material in poor physical condition, in outdated formats, that is out of date or unsuited to the needs and interests of the community.

Materials that are not identified as belonging to a library or other lending institution that are deposited as library returns will be treated as donations unless claimed within two weeks. Materials placed elsewhere on Library property without staff permission will be treated as donations immediately; the Library reserves the right to invoke the Trespass to Property Act to enforce their removal by the donor, or to dispose of the materials immediately as waste.

The Library will consider its own Collection Development Policy in deciding whether to add donated materials to the collection.

Disposal of library materials

Donated materials not added to the collection, and materials discarded from the collection will be disposed of as follows:

1. Sold by the Library to the general public
2. Donated to another non-profit group or organization in need of such materials
3. Disposed of via recycling programs if not usable as per (1) and (2) above
4. Disposed of via waste programs if not recyclable

Related policies

Collection Development Policy

Donation Policy