



Austin Public Library Policy and Procedures Manual

Subject: Library Collection Materials Surplus Policy
Effective Date: 08/20/2007
Revised Date: 10/01/2008
Contact: Brenda Branch
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Department Director's Approval:

Purpose:

The Austin Public Library maintains collections of materials to fulfill its mission to provide a wide range of information and services to enrich the lives of all members of the Austin community. As a part of maintaining these collections the library has to withdraw items periodically from the collections for reasons outlined in the library's de-selection procedures. Materials such as books, magazines, audio-visual media, etc. are also donated to the library, but many of these items do not fit the collection development policy of the library. Therefore, de-selected materials and gift materials not selected for the collections become surplus materials which have to be disposed of or transferred according to established municipal government surplus personal property procedures. This policy is intended to establish these procedures for the effective and economic utilization of Library owned collection materials.

I. Policy

To ensure the disposition of surplus materials in compliance with the City policy.

II. Definitions

- A. Collection materials - Materials owned by the library such as books, magazines, audiotapes, videotapes, CDs, DVDs, and other tangible media which were either purchased for or donated for the library's collections.
- B. De-selected materials - Collection materials which because of their physical condition, datedness, relevancy, or other criteria described in the library's collection development policies are considered surplus.
- C. "As is" condition - Surplus property is sold or disposed of in its present condition. No warranty other than ownership should be given or implied.

II. Procedures

Disposal methods

1. Direct sale to the public at a place and time accessible to the public. All sales will be managed by Library staff through its bookstore, Recycle Reads; at onsite branch book sales; or at annual/semi-annual Library

events. Items may not be held or reserved for individuals or specific groups prior to or after the sale.

2. Materials offered for sale that have not sold are considered of no value and offering of materials for the purpose of public education may be made at the Central Library and any other location deemed appropriate by the Director of Libraries.
3. Materials may also be deemed of no value based upon condition of material and market standard of time of availability. Revenue of sellable material should exceed cost of sorting, storing, and transporting items.
4. Materials deemed of no value may be directly taken to Ecology Action.

Donations – The City cannot donate anything of value without receiving some kind of value in return. State and local laws prohibiting donation of City property are in place in order to assure the public that there is a process that guarantees open access, equal opportunity, public scrutiny, and fairness in disposal of a governmental entity's surplus property. Items may not be donated or given to individuals or specific groups. (Financial and Administrative Services, City of Austin, Materials Management Surplus Procedure No. P-9.5, effective 4-29-83; revised 3-23-2005)

All surplus collection materials shall be designated as such according to the Library's collection development policy and only by authorized personnel.

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Original Signed by Brenda Branch