

## **SALE/DISPOSITION OF LIBRARY MATERIAL**

At the discretion of Administrative staff, the Library will dispose of withdrawn library materials in any of the following ways:

General Fiction, non-fiction and audiovisual materials may be transferred to other libraries in the SWAN network or to a statewide last copy center, when appropriate, to ensure continued access to items for which the Library no longer has demand. Circulating books of general interest may be placed at locations such as Elmhurst Memorial Hospital or the METRA station to publicize the Library. Appropriate materials may also be offered to District 205 and other Elmhurst schools or to not-for-profit/charitable organizations at the discretion of the Library Director or Assistant Library Director.. Remaining titles will be offered for sale to the public. In most cases, these items will be displayed in the Library's Book Sale Room.

Reference titles may be offered to other libraries in Elmhurst, Metropolitan Library System member libraries, or other libraries throughout the State either through established exchange programs or on request. Any reference works not selected for use in other libraries then will be made available for sale to the public in the Sale Room.

If there is reason to believe that gift or withdrawn material may be of particular value to collectors, dealers may be contacted to bid on them. If dealers offer a substantially higher price than can be realized through sale to the general public at standard prices, the Library may sell these materials to a dealer.

All other material not specifically mentioned above will be offered to other institutions as appropriate and/or made available in the Sale Room.

Unsold or unwanted materials may be offered to such organizations as the Salvation Army who will pick up and take all material without being selective. When this is not feasible, the Library will dispose of any remaining unsold and unwanted material.

All materials placed in the Sale Room will be available on a first come/first served basis. The Library will not hold materials for purchase by specific individuals.

The Library will accept gift material to be considered for addition to the collection or for resale. See section 4.3 for policy on gift material.

Prices for items offered for sale to the public will be determined by Administrative staff based upon the type of material, demand for particular items, and the physical condition of the pieces. Administrative staff is authorized to establish a reasonable discount for members of the Friends of the Elmhurst Public Library.