Procedures for the Disposal of Library Materials
Withdrawn from the Collection

The Uniform Procurement Act (Chapter 30B) requires communities to establish a practice for disposing of municipal property. This set of procedures, adopted by the Cary Memorial Library Board of Trustees, applies to materials withdrawn from library collections.

Procurement law states that a municipality has obligations when disposing of property.

- If the item(s) have no value (damaged or unusable for some other reason) it is OK to dispose of it in the most environmentally responsible way possible.
  
  Procedure: When library books are damaged/obsolete or have no resale value, the library recycles them whenever possible. Severely damaged books (soiled, moldy, etc.) are discarded.

- If the item(s) are still useable and likely to be of interest to other libraries or other charitable organizations (tax exempt), the library may offer materials at no cost.
  
  Procedure: Select items may be offered to LPS libraries, MLN libraries, or listed on state-wide library “freebie” list. Select items may be offered to non-profits as the library becomes aware of interested organizations.

- If the item(s) have a value under $10,000 they are to be disposed of using “written procedures approved by the governmental body.”
  
  Procedure: Used library books that are deemed of high interest and in good condition may be offered for resale through the Friends of the Cary Memorial Library used book store. Used library books are placed in a special section of the store and offered to the community at a discounted rate. Items not purchased within 30-60 days are donated to More Than Words or other charitable organization.

- If the item(s) have a value over $10,000 they are to be disposed of using a competitive (bid) process.
  
  Procedure: Used library books generally have a very low resale value. However, should the library, in any calendar year, anticipate withdrawing materials with a combined value in excess of $10,000 it will engage in a competitive bid process for those materials.

NOTE: This is for library books purchased with municipal funds. It does not apply to those donations that go directly to the Friends for their book sales.

Policy approved by the Library Board of Trustees – 10/7/2015