

Withdrawing items and equipment from the library

Deselecting and Withdrawing Materials

The library's goal is to maintain an up-to-date, useful collection; therefore, worn and obsolete materials are weeded continuously. Materials are withdrawn when they are rarely used, superseded by a newer edition or a better work on the subject is published. Depth and breadth of varying degrees are desirable in various collection areas.

Titles are withdrawn through systematic weeding or because of loss or physical damage. The criteria for deselecting are the same as the criteria for selection. Other factors for consideration are the number of copies in the collection, the availability of newer materials on the subject, the importance of the work on the subject, its listing in standard bibliographies, and/ or its cost.

Systematic evaluation and weeding of the collection are necessary to keep the collection responsive to the patrons' needs and to make space for new materials. All subject areas must be reassessed and evaluated every two years through deselection. Certain areas may require more frequent review.

Withdrawn materials may be passed to other libraries, given to Friends of the Library book sales, or discarded. Materials withdrawn from the reference collection that retain informational value may be transferred to the circulating collection.

Withdrawn Computers and Equipment

The Rabun County Public Library Board of Trustees has authorized the library staff to withdraw broken or obsolete computers and equipment. The discarded items may be removed by Rabun County's Maintenance and Recycling Departments or, when requested, returned to the Northeast Georgia Regional Library if the equipment was received through the Regional Library System. When discarded equipment is in working condition, the item(s) may be sold 'as is' in the library's book sale, with a no return policy clearly stated.

Withdrawn equipment must be inventoried and dated for auditing purposes.

Procedures for Accepting Donated Materials

The library will accept only items given unconditionally. Items may be accepted, rejected, added, or removed from the library collection at the discretion of the library staff.

The following guidelines are established to evaluate acceptance of donated items.

Books in excellent condition may be added to the collection or placed in the book sale. DVDs or audiobooks in excellent working condition with original packaging will be placed in the book sale.

The library **cannot accept** periodicals or magazines, VHS tapes, cassette tapes, encyclopedias, or text books.

The library **cannot use nor accept for the book sale** items that are dirty, dusty, moldy, damaged, or have mildew. The library staff will evaluate the condition of items before accepting them.

Delivery of boxes and bags of items in greater numbers must be arranged through library staff who will verify that storage space is available before the delivery. The library DOES NOT have individuals to pick up, load, or unload donations.

The library staff will provide receipts for accepted gifts of books, audio, or video materials. The number of items donated will be documented on the receipt; no value will be assessed.

Questions or comments regarding the acceptance or declination of donations may be addressed to the library manager who will re-evaluate the decision and respond to the inquiry.

Other Donations

The library welcomes monetary gifts to purchase library materials. Gifts will be received with the understanding that materials purchased may be retained, located, relocated, or discarded at the discretion of the library. Gift plates will be added to memorial or honorary materials, and acknowledgement cards will be sent to those designated to receive them. The library manager may reject gifts that have other requirements.

Materials purchased with donated funds must meet established material selection criteria, will become part of the general collection, and will not be given special shelving and/ or circulation treatment.

The library may not accept any printed or manuscript items, or any other objects if the condition of acceptance requires exhibition of the item, or that items be kept as a unit. The library will rarely accept objects other than printed, manuscript, or audiovisual

materials. The library will accept no gift that has conditions or requires special treatment.