Disposal of Discarded Library Resources Policy

Effective from: 25 October 2010
Contact officer: Collection Development Librarian, Library Services and Cultural Development
Next review date: October 2013
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OBJECTIVES

The objectives of this policy are to describe and define the methods of disposal of library materials weeded from the Gold Coast City Council library collections together with the types of library materials available for disposal by sale or other means.

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<tr>
<th>Key Focus Area</th>
<th>A city connecting people and places</th>
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<tr>
<td>Key Focus Area - Outcome</td>
<td>Vibrant community and cultural hubs meet local needs and enliven activity</td>
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<td>Performance Measures</td>
<td>The breadth, depth and quality of the collection is measured by:</td>
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<td>Level of compliance with State Library of Queensland Guidelines and Standards for Queensland Public Libraries. These include:</td>
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<td>• Discarded items per capita</td>
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<td>• Age of collection</td>
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<td>• Usage rates</td>
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<td>• Relevancy/currency</td>
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<td>National collection benchmarks include</td>
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<td>• Items per capita</td>
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<td>• Age of collection</td>
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<td>• Stock turnover rates</td>
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<td>• Risk Category Social</td>
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POLICY STATEMENT

The public library is not a library of last resort, collecting and holding material forever. It should present a current and attractive collection, enhanced by material with some depth or longer-term potential use.

A continuous process of weeding of library material is carried out in an ongoing evaluation program that ensures the currency, accuracy, quality and ongoing appeal and usefulness of library materials through the removal of obsolete and unwanted titles. In addition, regular stock-takes are held to ensure the integrity of the library catalogue and accountability for collection assets. Council will apply the following principles to the weeding and disposal of library materials:

a collections are developed and managed by two interlinked processes – the purchase of new materials as outlined in the Collection Development
Disposal of Discarded Library Resources Policy

Policy, and the weeding of obsolete and unwanted materials as outlined in the Disposal of Discarded Library Resources Policy

b material is weeded from the collection for one or more of the following reasons:

i The item is little used and is unlikely to be used in the future, or may be better used in another collection or library

ii The information contained in the item is obsolete, is no longer useful for today’s needs; or has been superseded by a new edition or by other material which provides a better subject coverage

iii The item was of an ephemeral nature when purchased

iv The availability of other copies

v The item is worn, soiled, damaged or in poor physical condition

vi Other specific weeding criteria appropriate to the format of the item as outlined in the Collection Management Guideline

vii The item has been replaced by an electronic resource available for city-wide access, from within the branch library and/or remotely from home.

c material identified for disposal will be removed from the collection by either:

i Transfer to a non-public stack area

ii Disposal by sale, recycling or donation.

All library materials identified for disposal from the collection are reviewed and approved for disposal by experienced staff at the branch library level. Library material will be considered for retention in non-public stack areas based on availability for re-purchase, anticipated interest and ongoing demand.

Not all library materials removed from the collection are suitable for sale or recycling. Damaged library materials and fragile format non-print materials, including CDs and DVDs, are disposed of. Some library materials are lost whilst on loan to customers and these are managed through the Library Service’s Lending Items and Notice of Outstanding Charges guidelines and procedures.

Weeding practises support the discard standards in the Guidelines and Standards for Queensland Public Libraries, issued by the State Library of Queensland.

The library service is unable to notify customers when particular library materials are being withdrawn from the collection.

The only circumstances in which a customer may retain a specific library item from the collection are:

- when the item is lost whilst on loan to the customer where the customer has paid the replacement cost of the item and the item is later found, and

- when the item is returned in a damaged condition that warrants immediate removal from the collection. In this instance, the customer is charged for the replacement cost of the item.
Disposal of Discarded Library Resources Policy

Library materials withdrawn from the collection are disposed of as follows:

a. Sale

This is the principal means of disposal for discarded library materials withdrawn from the library collection, either purchased or donated.

Council’s endorsed policy is to give discarded library materials to the Gold Coast Library Society (Friends of the Library) Inc (FOTL) in accordance with Council resolution CC10.0714.021. The sale of these library materials is conducted through FOTL’s shop front in Southport, or through periodic sales held in Council venues across the city.

b. Donation

Under Council’s *Procurement Policy; Purchasing Policy Guidelines- Disposal of Land or Goods*, the library may opt to donate either purchased or gifted materials to a state, local government, or other government entity, or a charitable organisation (that is, a non-profit entity or one that otherwise exists for a public purpose) without the need to go to auction or tender, providing there are no publishing or licensing restrictions placed on the item.

Material suitable for donation include, but are not limited to, print materials with specific content that would be more appropriately housed elsewhere, including rare or fragile materials; material in languages other than English, and audio books on cassette and CD that cannot be resold due to licensing restrictions.

Council resolution (CC10.0714.021) provided that Gold Coast City Council Library Service may, from time to time offer to government or non-profit organisations selected library materials prior to disposal.

c. Recycling

Some library materials weeded from the collection due to heavy wear and tear, damage, or missing parts, and not suitable for sale or donation, will be recycled.

Non-print library materials weeded from the collection due to damage, wear or missing parts, will be destroyed to ensure compliance with any licensing conditions.

SCOPE

This policy applies to all Council staff and Council contractors involved in the selection, acquisition, maintenance, weeding and disposal of library materials in the library collections.

DEFINITIONS

*Format* – the physical form(s) of library resources, including audio cassette, compact discs, digital, photographs, microforms, DVD, print and videocassette.

*Electronic resources* – resources which are stored and accessed in an online form, including the Internet, electronic databases and CD-Roms.
Disposal of Discarded Library Resources Policy

Library materials – any book and non-book material including but not limited to books, CDs, DVDs, audio books, computer games, magazines, newspapers, maps, plans, photographs and manuscripts.

Non-profit – organisations formed primarily to provide goods or services and not to make a profit, including charities and state, local and other government entities.

Stack area – includes material that is out-of-print, in poor physical condition or difficult to purchase but may still have ongoing interest and demand. This material is in closed access and may be requested for borrowing.

Stock take – a procedure which involves checking a library’s catalogue records against stock on loan or on shelf, to identify missing items and update records accordingly, ensuring the accuracy of the library database and operational statistics.

Weeding – the process whereby materials are removed from the library collection in order to maintain an attractive collection of up to date resources that are likely to be of interest to the community.

RELATED POLICIES / LEGISLATION
Procurement Policy
Local Law No. 4 (Libraries)
Collection Development Policy
Local Government Act 2009

REPORTING REQUIREMENTS
Libraries Act 1988
Service Level Agreement for Public Library Service Provisions Between Library Board of Queensland and Gold Coast City Council

RELATED DOCUMENTS
Collection Management Guideline
State Library of Queensland. Guidelines and Standards for Queensland Public Libraries

RESPONSIBILITIES
Compliance with the provisions of this policy, and any attached guidelines/templates, is mandatory.

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<th>Sponsor</th>
<th>Director Community Services</th>
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<tr>
<td>Business Owner</td>
<td>Manager Library Services and Cultural Development</td>
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<td>Policy Implementation</td>
<td>Collection Development Librarian</td>
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