

TITLE: Withdrawal and Disposition of Library Reading Materials
AUTHOR: Director, Library Services
EFFECTIVE: July, 1982
PURPOSE: To formulate guidelines for the withdrawal and disposition of library reading materials
REVIEWER: Director, Library Services

OPERATING DETAILS:

1. Library reading materials which meet the following criteria may be withdrawn:
 - a. superceded
 - b. duplicated
 - c. out of date
 - d. not applicable to current academic programs
2. Records will be adjusted to reflect the withdrawal of materials.
3. Withdrawn library reading materials may be disposed of in the following ways:
 - a. exchanged with other libraries or backfiles dealers
 - b. sold through organized book sales
 - c. stored in warehouse facilities
 - d. discarded through campus disposal facilities