

Yavapai College Library

Material Disposal Policy and Procedure

August 9, 2011

POLICY

The Yavapai College Library disposes of materials in accordance with the Library's Material Selection policy.

- Purchased materials and donated materials that cannot be used in the Library's collection may be placed in the Yavapai College Friends of the Library Book Sale Room.
- Purchased materials and donated materials that cannot be used may be submitted to be part of the Yavapai College auction.
- Government documents received through the Federal Depository program cannot be sold, and will be made available for free to the community on a regularly scheduled basis.

PROCEDURE

1. Marking of materials
 - a. Materials removed from Library's collection will be stamped "withdrawn".
 - b. Government documents will be stamped "superseded" when appropriate.
2. Schedule of Government document distribution
 - a. Government documents will be made available the first full work week in the months of February, May, August and November.
3. Exceptions
 - a. Due to the length of time newspapers are retained within the Library, newspapers will be recycled rather than submitted to auction. Newspapers will not be made available to the public.
 - b. Certain materials with contractual agreements that prohibit resale or donation will be recycled or disposed of in an alternate manner.