

Appendix B



Weeded Materials Procedure

1. Materials weeded from the collection that are still in good condition must be discarded to one of the following organizations:
 - a. The Friends of the Tiverton Libraries
 - b. Union Public Library Association
 - c. A recycling/resale company (ex. Better World Books)
2. If an item is discarded due to mold or other hazard, it must be placed in an outdoor trash receptacle so as to not create a hazardous situation within the library.
3. Items in extremely poor condition should be discarded in a recycle or trash receptacle as to not create a burden on other organizations.
4. Staff members may pay for discarded items they wish to have for personal use at the same rate as items in the Friends' Book Nook. Payment may be placed directly into the Friends collection envelope at the Info Desk.
5. Prior to any means of discard, all Tiverton or Union Library markings must be removed. The only exception would be if the item is deemed too hazardous to handle and it is being discarded in the trash.