

## **Weeding & Discarded Stock Disposal**

Library materials will be removed from the collection in accordance with the Collection Development Policy.

The Support Services Librarian, Branch Coordinator and the Branch Librarians will oversee the weeding of the collection. Weeding of special collections will be the responsibility of the relevant staff member e.g. reference librarian.

The Library Manager will be the final arbiter of disposal.

- Discarded materials deemed to be of some residual value may be offered to community groups such as service clubs or aged hostels.
- Weeded materials will be offered for sale via a for sale table at each branch. In the case of Port Macquarie this will be administered by the volunteers of Port Macquarie-Hastings Library who will also be responsible for organising any major book sales.
- Materials no longer suitable for use or sale will be disposed of via Council's waste management facility.

In accordance with Council's Code of Conduct the library will not offer to pass on an item of special interest to a borrower or a staff member when it is discarded. Staff may purchase any items once they are designated for sale.