

POLICY ON WITHDRAWN MATERIALS

Materials with a total value of less than \$500, that have been selected by the staff to be withdrawn from the collections of the West Hartford Public Library, can be made available for transfer to other organizations and agencies. Staff shall make the decisions when such withdrawn materials should be made available for transfer according to the following priorities:

1. The West Hartford Public School System and Departments of the West Hartford Town Government.
2. The Friends of the West Hartford Public Library, provided that if any of the materials are sold, the new proceeds of such sale will be donated to the West Hartford Library Foundation.
3. Area libraries and educational institutions and agencies.
4. State institutions and agencies.
5. The West Hartford Office of Materials Administration for resale.

Materials, which are unsuitable for, transfer or sale will be recycled or discarded.

Approved by the West Hartford Library Board
June 20, 1995