



Antigo Public Library
617 Clermont Street
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Policy: Disposition of Withdrawn Materials

Approved: February 27, 2018

Purpose

This Policy has been created to inform the public of what happens to materials after they have been weeded from the collection. See also the weeding section of the collection development policy.

Policy

The Foundation Board will make the final decisions regarding the disposition of materials after they are withdrawn from the collection.

The library considers that most withdrawn materials are beyond use; however, withdrawn materials which in the estimation of the library staff are appropriate for further use will be given to others under the following conditions and priorities:

- Before relinquishing the materials, the library will follow the appropriate procedures for discarding.
- Staff will not process the withdrawn materials in any manner which requires more time than the normal withdrawing procedure.
- Withdrawn materials will be dispersed according to the following priorities:
 1. Foundation book sale shelf.
 2. The Little Free Library partnerships.
 3. Community partners.
 4. Recycle.