

### **De-Selection of Materials Policy**

Library materials that no longer fit the stated service roles of the library will be withdrawn from the collection. This may include materials that are damaged, include obsolete information, or are no longer used. Decisions will be based on the accepted professional practice and the professional judgment of the library director or designated staff. Items withdrawn from the collection will be disposed of in the following manner: by sale in the library's book sale, donating to other libraries or organizations, discarding into the trash, recycling of paper, and sending to the Suffolk Cooperative Library System (SCLS) for gifts and exchange or the last copy repository. Discarded magazines may be offered free to our patrons.