

01-06-01 Library Material

- a) With the exception of old magazines and newspapers, all items withdrawn from library collections will be offered for open public sale. No items may be promised to specific individuals. Special sales will be advertised in advance and all items will be sold first-come, first-serve.
- b) Material will be sold in one of three ways:
 - 1. A continuing sales area will be maintained within the library. Both withdrawn and gift material may be included. Money collected from this sale will be added to general revenues.
 - 2. If an accumulation of withdrawn and gift material exists, a special sale will be held during the summer months.
 - 3. The Friends of the Lester Public Library may hold a book sale of donated and withdrawn library materials. Proceeds from this sale will be split evenly between the library general revenue fund and the Friends organization.
- c) Due to staff time involved in bundling and selling old magazines and newspapers, these may be recycled without being offered for sale. They may be given to volunteers for eventual sale, or to schools for clipping files.
- d) Money raised through sales will be considered general revenue.

01-06-02 Library Equipment and Other Property

- a) Library equipment and other property with potential resale value that is no longer needed will be added to book sales or advertised to other libraries and/or educational groups.

Revised September 2000