



## **DENTON PUBLIC LIBRARY**

### **MATERIALS DISPOSITION POLICY**

Approved by Denton Public Library Board March 4, 2004  
Reviewed by the Library Management Team, October 5, 2023

All branches of the Denton Public Library need to dispose of library materials. The purpose of this policy is to prescribe the appropriate methods for such disposition. There are two broad categories of materials subject to disposition: withdrawn materials and donations that are found to be inappropriate for the collection. Items withdrawn from the collection must be de-selected prior to disposition; donations can normally be disposed of as soon as the decision is made not to add them.

Withdrawn materials may not be held aside for a specific person to purchase. Materials will not be withdrawn from the collection so that someone can purchase them.

The following methods for disposition are in preferential order:

1. Donation to Friends of the Denton Public Library for inclusion in their book sales.
2. Withdrawn materials or unwanted gifts may be donated to other tax-supported or non-profit organizations, agencies, or groups, or at library functions.
3. Items unsuitable for donation will be recycled.
4. If an item is not recyclable, it will be discarded.

The Library's Collection Development Policy provides additional information with regard to the acquisition and de-selection of material.