

DISPOSAL OF DISCARDED LIBRARY MATERIALS

Library standards call for systematic and regular weeding of obsolete, duplicate, damaged, and unused materials. Even without space limitations, judicious review and discarding of unused and outmoded materials improve the efficiency and vitality of a library collection. The Santa Barbara City College Library has now reached the phase when continuous weeding must be done to provide space for current acquisitions.

Discarded library materials resulting from the periodic review of the collection by the library staff in cooperation with the teaching faculty shall be disposed of in the manner determined most appropriate by the Head Librarian in consultation with the Library Committee:

- (1) Physically discarded
- (2) Given to instructors for office use
- (3) Given to students
- (4) Sold in book sales
- (5) Sold to vendors
- (6) Given to other schools or institutions
- (7) Given to charitable organizations

Approved by:

SANTA BARBARA COMMUNITY COLLEGE
BOARD OF TRUSTEES

January 15, 1981

VR:dpc

11/24/80