

## **Waidner-Spahr Library Discard Policy**

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*The Discard Procedure defined below will apply to any materials that the library has acquired and have been determined to not align with our Collection Development needs.*

1. When Technical Services has a full cart of discards, the cart will be put out in the middle of the Technical Services area. When the cart is put out, the liaison librarians will be notified by e-mail and have 2 weeks to review the materials. The liaisons will check off their name on the slip once they have looked at the discards.
2. After 2 weeks, the discard cart will be put out in the Circulation Area with a sign offering them for free to our faculty, students, and patrons. The cart will remain there for 2 weeks, and then removed.
3. The Technical Services staff will sort through the discards that are left and send acceptable materials to Better World Books. All other discards will be put by back entrance for recycling.