

ITEM NUMBER: 13.08 a-b
CHAPTER 13: Collection
Development
CODE: Policy
COMPUTER ID: CD-8

Title:	Friends of Marathon County Public Library Book Sale Policy
Effective Date:	10-26-87
Authorized By:	Library Director
Date of Last Revision:	10-2013

Purpose

To define the appropriate channels for the sale of discarded and donated materials.

Disposition of discarded or donated materials

- All discarded or donated materials must be sold in a book sale organized by the Friends of the Library. Any materials not sold must be discarded by the Friends of the Library. Certain materials that are not gathered for sale such as magazines, reference materials and damaged materials may be directly discarded by library staff.
- Assigned staff and Friends of the Library Book Sale volunteers will sort out the items that do not hold value for the library. These items will be put in the Friends book sale room and will be sold at the next book sale.
- Items that are of possible interest to the library will be routed to the assigned staff person who will determine which items to keep for the library's collection. Any items not chosen for the collections will be returned to the Friends for the next book sale.
- Library staff are not allowed to keep any discarded or donated materials for personal use. Staff may retain certain donated materials to be added to the library collection.
- No item will be held for staff, volunteers, Friends members, or the general public in anticipation of it being discarded.
- Library staff and volunteers will be permitted to purchase items from the Friends book sale during the pre-sale time, at the public sale, or from the ongoing sale shelves in the library. At no time, can library staff purchase items during the sorting process or prior to the Friends volunteers completing their sorting and placement of items.

Organization and operation of book sales

- All book sales must be organized and operated by members of the Friends of the Library. Any person who organizes or participates in a book sale must have a current membership to the Friends of the Library. At branch locations membership of the organizing party must be verified by the Library Services Manager.
- Friends of the Library members who organize at branch locations are responsible for contacting the Friends of the Library Book Sale Chair or the President of the Friends of the Library with any questions. Staff should not contact these persons on behalf of other members.
- The Friends of the Library are responsible for all financial transactions associated with the book sale.
- Library staff are not to sell items or collect money for book sale items at any time.
- Staff participation in book sales will be limited to providing space to hold the book sale. All other functions must be performed by the Friends of the Library.