



Town of Banff
Public Library

Policy: LM 4 – Library Management

Title: Disposal of Library Materials, Equipment,
& Furnishings Policy

Motion No. 02/01/19-07

Reviewed: January 2, 2019

References:

1. The Library Director is authorized to dispose of library materials, equipment and furnishings as deemed advisable and by the most appropriate means.
2. The Librarian must authorize all disposals of all assets; Upon approval:
 - 2.1. Licensed software and all data shall be removed from computers, if required, prior to their disposal;
 - 2.2. Staff may be given the first opportunity to purchase or take disposed material, equipment or furnishings on conditions to be determined by the Library Director, in accordance with policy;
 - 2.3. Library material (books, audio visual materials) may be sold through library book sales.