



COUNTY OF WELLINGTON

Committee Report

To: Chair and Members of the Library Board
From: Rebecca Hine, Chief Librarian
Date: Wednesday, February 14, 2024
Subject: **Library Discards and Book Sales**

Background: The following is a summary of why items are removed from our collections and how those items are currently disposed of with the intent of examining the potential of creating a revenue stream through more visible, marketed, consistent book sales.

Withdrawal and Replacement of Items (WCL Collection Policy)

To ensure a vibrant, responsive collection, WCL staff regularly assess collections for condition, accuracy, currency, and usage, and will identify items for removal based on the following criteria:

- Item's subject is outdated, or information is incorrect
- Item is no longer in demand or of interest
- Overabundance of an item or subject compared to interest
- Worn or damaged items

Items withdrawn from the collection for these reasons are discarded or sold or may with the approval of the Chief Librarian be donated to a library or other institution in need within the province.

Worn or damaged items that are still in demand or relevant may be repurchased at staff discretion and subject to availability.

Donation of Wellington County Library materials

A selection of material that is withdrawn from our collections finds a secondary use at the following locations:

Wellington Terrace – houses a deposit collection of mainly large print materials that live there for 3-4 months at a time for residents' use. The Terrace also receives magazines and audio books that have been removed from our collection on a regular basis.

Groves Memorial Hospital – receives magazines and day-old newspapers for patient and visitor use.

Aboyne Childcare – receives discarded children's books for their classrooms.

Mount Forest Childcare – The library and the childcare are currently looking at setting up a similar arrangement as Aboyne in which they would receive discarded children's titles for their childcare spaces.

White Hots (book vendor) – accepts back our lightning loan titles once they have been on the shelves for the prescribed amount of time and we receive a small refund for this material.

Booksale Carts - 13 of our 14 branches currently have a small cart or shelf of items for sale on an ongoing basis. Sales are by donation with a .25 cent minimum. The revenue from these sales for 2023 is approximately 3,000. Prior to 2020, a few branches hosted larger sales, once a year. This proved to be problematic as storing the material for the yearly sale was difficult as was the amount of staff time necessary to set up the sale. Post covid, the larger book sales were abandoned in favor of keeping a small number of books available for sale year-round.

The remainder of the material is recycled. It tends to be damaged, worn out or contains outdated information. It's possible that more prominent locations and increased marketing could increase funds received through book sale donations should the library board wish to proceed in this direction.

Recommendation:

That the Chief Librarians report on library discards and book sales be received for information

Respectfully submitted,

A handwritten signature in black ink, appearing to read "RHine", is centered on a light gray rectangular background.

Rebecca Hine
Chief Librarian