

Portland Library

20 Freestone Avenue
Portland, CT 06480
860-342-6770

Discards Policy

It is the goal of the Library to maintain an inviting, up-to-date collection of materials. Retention of outdated or worn materials and overcrowded shelving conditions are to be avoided.

Books and other materials are withdrawn from the Library collection for the following reasons:

1. Condition
2. Availability of superseding editions
3. Out-dated or inaccurate information
4. Unnecessary multiple copies
5. Lack of use
6. Lack of space

Standard titles of lasting value and materials of special local interest shall not be discarded.

Withdrawn materials may be offered to the Friends of the Library for sale at its book sales.

Withdrawn materials shall not be reserved for individuals. However, withdrawn materials may be offered to charitable, historical and educational as well as public institutions if it is determined that they would be useful to those institutions.

Approved by the Library Board
October 17, 1988
Reaffirmed October 5, 1994
Reaffirmed September 18, 1997
Revised October 7, 1999
Reaffirmed March 21, 2002
Revised September 22, 2005

Last updated 3/16/2011