

**DISPERSAL PROCEDURES AND GUIDELINES FOR
DESELECTED MONOGRAPHS
August 2017**

Introduction

The University Library continues to undertake initiatives within the physical library collection as part of the University Library Transformation Project Phase III. These initiatives result in the withdrawal of materials that will be prepared for disposal. Current Library practice is to recycle physical materials withdrawn from the collection but we acknowledge that there is interest from the university community in owning the withdrawn materials. The purpose of this document is to describe University Library procedures to make these materials destined for disposal available for personal use.

University Policies

The proposed dispersal of withdrawn Library material is in keeping with the University of Saskatchewan's *Asset Management Policy*.

Procedures

- a. The Library will make withdrawn physical materials available in a public area of the various library locations for perusal and/or removal by faculty, staff, or students.
- b. Faculty, staff, or students may take materials from this area. No sign-off is required.
- c. After a set period of time, the materials will be removed from the public area and recycled.

Guidelines

- a. Materials will be available for a set period of time (e.g. 1 week) in the various library locations.
- b. The Library will remove some ownership markings and stamp materials "Not for resale".
- c. The Library is not responsible for any shipping and/or handling costs.
- d. The Library reserves the right to limit quantities per individual.
- e. In the case of high interest in any one item, the Library will use a lottery draw system to determine the item's new owner.
- f. If materials remain within offices/departments/units, individuals are responsible for ensuring that they have sufficient space and shelving for these items, if necessary.
- g. Withdrawn materials will no longer be considered the property of the University of Saskatchewan and will not be tracked, managed, or controlled by the Library.
- h. Once removed, individuals have the right to dispose of the materials as they see fit, with the exception of resale.
- i. Materials that remain after the set period of time will be removed from display and recycled as per the Library's current practice.