

BOOK SALE PROCEDURES OF THE CITY OF SARATOGA SPRINGS LIBRARY

1. Materials are withdrawn from the City of Saratoga Springs Public Library collection when they are dated, worn beyond reasonable repair or binding, or unused by the public for an extended period of time. This withdrawal process is conducted in conformity with general principles of library collection management and in accordance with established written criteria. The decision to discard an item from the collection is made by a staff member, with the approval of the Library Director. Upon withdrawal, all markings indicating ownership by the City of Saratoga Springs Public Library are defaced, book-card pockets and barcodes are removed, and items are stamped as “discarded”. Due to condition, some items may be immediately discarded rather than placed in the book sale.
2. The City of Saratoga Springs Public Library accepts from the public gifts of books, and other types of materials that support its collections. Materials may be added to the collection if they meet the selection standards of the Library. The decision to add an item is made by the Library Director. Materials not added to the collection may be immediately discarded, donated to other government or non-profit organizations, or placed in the book sale.
3. The Library stores books and other materials placed in the book sale. Book sales are usually held on Library property, generally on a semi-annual basis, although smaller sales may be held more frequently and may be held as part of community events away from the branch library. All book sales are advertised in the library; larger book sales are also advertised on the City website or other methods of advertising chosen by the City.
4. Materials may be priced and sold at the book sale in a variety of methods that may vary by type of material and throughout the duration of the sale. All methods of pricing and sale are common to library book sales and include:
 - A. Price set by type of book, e.g., paperback, hardback, etc.;
 - B. Price set by bulk quantity, e.g., all that can be carried in a box; and
 - C. Price established by bid, especially for set of books such as encyclopedias.

The public is admitted to the book sale at a specified time, with sales on a first-come-first, serve-basis. In some cases, those individuals who assist as volunteers to prepare the book sale may be given early access to book sale materials in

exchange for their work contribution. Advertisement for public assistance in the book sale will be made, as needed, with due notice of the early-access provision.

Following the book sale, unsold materials may be donated to government or non-profit organizations willing to remove the materials from the Library with the intent to use them as part of their services or to sell them through retail operations. All such donations will be made in accordance with the policy on "Disposal of Public Property." Disposal of unsold materials may also be made at local landfills and waste reclamation centers.

5. Receipts from the book sale are deposited in the Library's "Liabilities" budget line and expended in accordance with established the City of Saratoga Springs financial procedures. Sales tax is paid on all book sale revenue in accordance with Utah State law.
6. The Library may dispose of discarded magazines by making them available to the public on an equitable, "first-come, first-serve" basis, and at no charge. When the Library exercises this option, the magazines will be made available for a specified period of time before final disposal. The Library Director may adopt additional procedures to facilitate the orderly disposal of magazines in accordance with the intent of this policy.

Adopted: 2/28/2011

Reviewed by Library Board: February 2011