

Hedberg Public Library
A703 Withdrawn Editions
Board Policy
Last update - October 2005

The library staff does not accept patron requests to purchase or get on a waiting list for individual items that are, will be, or may be withdrawn. For example, a patron may want the current edition of the title, "NADA Recreation Vehicle Appraisal Guide," which is a quarterly publication, at the point in the future when the new one arrives. Or a patron may request that any copies of books by a specific author that we may withdraw at some unspecified future date be saved for him. The library does not offer this service because (1) many requests would be received annually, (2) it would be labor intensive to set up and maintain a system to support this service, and (3) the library already has a procedure for withdrawing books, magazines, annuals, and other material from the collection. The Ground Floor is stocked with books that the library has discarded. The Ground Floor Manager is responsible for culling the discards and selecting those that she feels will sell. Items that are not selected are sent to recycling. Withdrawn issues of a select number of magazine titles are offered for sale in The Ground Floor at the beginning of each calendar year.