**Minute No. 176**
**Report - Standing Policy Committee on Protection and Community Services – January 11, 2008**

**Item No. 1** **Policy on the Sale and Disposal of Withdrawn Library, and Surplus Donated, Library Materials**
**File L-1**

COUNCIL DECISION:

Council concurred in the recommendation of the Standing Policy Committee on Protection and Community Services and adopted the following:

1. That the Policy on the Sale and Disposal of Withdrawn Library, and Surplus Donated, Library Materials as outlined in the report from the Director of Community Services dated November 16, 2007, be approved.

2. That the Proper Officers of the City be authorized to do all things necessary to implement the intent of the foregoing.

**Report - Standing Policy Committee on Protection and Community Services - January 11, 2008**

DECISION MAKING HISTORY:

Moved by Councillor Swandel,

That the recommendation of the Standing Policy Committee on Protection and Community Services be adopted by consent.

Carried

EXECUTIVE POLICY COMMITTEE RECOMMENDATION:

On January 16, 2008, the Executive Policy Committee concurred in the recommendation of the Standing Policy Committee on Protection and Community Services and submitted the matter to Council.

STANDING COMMITTEE RECOMMENDATION:

On January 11, 2008, the Standing Policy Committee on Protection and Community Services concurred in the recommendation of the Winnipeg Public Service and submitted the matter to the Executive Policy Committee and Council.

**RE: Policy on the Sale and Disposal of Withdrawn Library, and Surplus Donated, Library Materials**

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| **FOR SUBMISSION TO:** | Standing Policy Committee on Protection and Community Services |
| **ORIGINAL REPORT SIGNED BY:** | Clive Wightman, Director<br>Community Services Department |
| **REPORT DATE:** | November 16, 2007 |

**RECOMMENDATION(S):**

1. That Council approves the Policy on the Sale and Disposal of Withdrawn Library, and Surplus Donated, Library Materials as contained herein.

## Report Summary

**Key Issues:**

- The Community Services Department Library Services Division annually withdraws damaged, dated, and worn out library materials from its collections.
- The Library annually receives donated items from the public, some of which are unsuitable for its collections.
- The Library currently disposes of withdrawn library, and surplus donated, materials through book sales, contracting with third party sellers and recycling.
- The adoption of this policy would expand the Library Services Division's authority to allow Library Services to donate withdrawn library, and surplus donated, materials to non-profit agencies, after first attempting to sell to the public through library book sales.

**Implications of the Recommendation(s):**

**General Implications**

( ) None

( ) For the organization overall and/or for other departments

(X) For the community and/or organizations external to the City

( ) Involves a multi-year contract

Comment(s): If this report is approved, the Library would be able to donate a portion of unsold withdrawn library and surplus donated materials to non-profit agencies.

**Policy Implications**

( ) No

(X) Yes

Comment: This report proposes a new policy for the disposition of withdrawn and surplus donated Library materials

**Regulatory Implications**

(X) None

( ) Eliminates or reduces regulatory impact

( ) Proposes regulatory impact

Comment(s): This report proposes a new policy for the disposition of withdrawn and surplus donated Library materials.

**Environmental Implications**

( ) No

(X) Yes

Comment(s): The Community Services Department, Library Services Division would continue to; recycle any withdrawn library, and surplus donated materials, that it was unable to sell, or give to non-profit agencies, or sell via a third party vendor.

**Human Resources Implications**

(X) No

( ) Yes

Comment(s):

**Financial Implications**

(X) Within approved current and/or capital budget

( ) Current and/or capital budget adjustment required

Comment(s): There is no financial impact associated with this report.

## Report

**REASON FOR THE REPORT:**

Council approval is required to adopt a new policy on the disposition of withdrawn and surplus donated Library materials, rather than being disposed of pursuant to the Materials Management Policy.

**HISTORY:**

On December 2, 1991, the Committee on Planning and Community Services directed that the "City Library Department comply with the existing policy with regard to the sale of withdrawn library materials and non-usable donations from the public, on a first priority basis to the public through local branch book sales, at the minimum price stipulated in the said existing policy; and that the surplus books be tendered out for sale, in suitable lots as determined by the Purchasing Department, with all monies

derived from the sale or tendered lots to be credited to the Library Department budget for utilization in its operating costs and/or new library materials purchasing program."

The Committee further directed that "the books and materials not otherwise disposed of be turned over to the Friends of the Library for their use and or benefits and any remaining materials after all of the above steps have been taken, be destroyed."

On January 15, 1993, the Standing Committee on Protection and Community Services approved reducing the price of hardcover and paperback books after they have been on sale for more than one week.

On October 18, 2000, City Council further approved, "that the Library be authorized to sell specialized library materials that have been withdrawn from the collection, including reference books for $10.00 each."

**DISCUSSION:**

**Current Situation:**

The Community Services Department, Library Services Division annually withdraws damaged, dated, and worn out library materials from its collections.

The Library also receives donated items annually from the public, some of which are unsuitable for its collections.

The Library currently sells its withdrawn library, and surplus donated materials in book sales at branches throughout the library system. Book sales operate on a three week cycle whereby the prices are gradually reduced during that time. Most branches also have on going book sales to try and dispose of withdrawn library, and surplus donated, materials.

**Non-Profit Organization Requests:**

The Library is regularly asked if it can provide withdrawn library, and surplus donated, materials to other libraries and local non-profit organizations to help support their programs. Currently, the Library does not have the authority to give away withdrawn library, and surplus donated, materials.

The Library presently disposes of withdrawn library, and surplus donated, material in a variety of ways including book sales, contracting with a third party seller, and recycling.

**Proposed Changes:**

The adoption of this policy would expand the Library Services Division's authority to allow Library Services to donate withdrawn library, and surplus donated, materials to non-profit agencies, after first attempting to sell to the public through library book sales.

**Policy on the Sale and Disposal of Withdrawn Library, and Surplus Donated, Library Materials.**

The Community Services Department, Library Services Division will attempt to sell withdrawn library, and surplus donated, materials through its book sales.

If the Library Services Division is unable to sell its withdrawn library, and surplus donated, materials through its book sales, the Library would then; offer any unsold withdrawn library, and surplus donated, materials to non-profit agencies, or contract with a third party seller, or send to paper recycling.

The Library would advise non-profit agencies including other libraries and educational institutions in a variety of ways, including mailing lists, public service announcements, and direct contact, of the opportunity to acquire withdrawn library, and surplus donated, materials. The Library would provide access to the materials after its book sale and allocate a number of days for selection. The non profit agencies would be required to remove the items from the Library at their own cost.

**Financial Impact Statement** **Date:** October 22, 2007

**Project Name:**
**Sale and Disposal of Withdrawn Library, and Surplus Donated, Materials.**

**COMMENTS:**

There is no financial impact associated with this report.

Cindy Fernandes, CMA
Manager of Finance & Administration

**IN PREPARING THIS REPORT THERE WAS:**

**Internal Consultation With and Concurrence By:**
Legal Services
Corporate Finance

**External Consultation With:**

**THIS REPORT SUBMITTED BY:**

Department: Community Services
Division: Library Services
Prepared by: Rick Walker, Arthur Cohen
File No.