



RICHMOND PUBLIC LIBRARY

Title: Disposal of Library Special Collections Items

Policy Number: 12.08

Reviewed Date: 07/23/2025

- I. Richmond Public Library generally operates as an agency of the City of Richmond. The Richmond Public Library Board of Trustees is responsible for the “control and management” of the Richmond Public Library, and the Library Director is appointed by the Library Board of Trustees.
- II. City of Richmond laws and policies establish conditions under which the Department/Agency Director may transfer, sell, donate or otherwise dispose of supplies, materials and equipment owned or held within City departments. The City’s Procurement Director is charged with oversight of such disposal.
- III. For most items, Richmond Public Library follows the established laws and policies providing for the disposal of surplus property through the Department of Procurement Services. However, many items within the Library’s Special Collections require additional consideration before disposal because disposal may not occur simply because such items qualify as surplus property. Consequently, the Library Board of Trustees establishes the following guidelines for disposing of items from the Library’s Special Collections.
 - a. The City’s Procurement Director will be consulted for appropriate disposal of materials, furniture and equipment under City laws and policies.
 - b. The Library Director will notify the Library Board of the disposition or sale of specific items.
 - c. Richmond Public Library’s policy governing Special Collections provides details and descriptions of the specific Special Collections held by the Library. The Special Collections Policy also describes the conditions and oversight necessary for items that are included within the Library’s collections, and lists the types of materials that will not generally be held within the Library’s collections.
 - d. It may be appropriate to donate or transfer materials to another special library, academic library or similar institution. The following will be given consideration but not necessarily dictate the final transfer or donation of materials:
 - i. Primary considerations are 1) access within local institutions; 2) the preservation and conservation of materials for use by the public and by researchers, and the receiving institution’s ability to keep materials in appropriate conditions within preservation and conservation standards; and 3) the commitment of the receiving institution to catalog item(s) and thereby make their location known to the public and to researchers.
 - ii. Secondary considerations are 1) free and open access to materials for the public and researchers, and 2) consideration of the receiving institution’s designation as a public institution or a private institution.
 - iii. Further consideration will be given to 1) access to materials in the special library or institution with the most appropriate subject collection; 2) improving collections as a whole in special libraries; 3) commitment by the receiving institution to making the items available (catalogued, restored, etc.) quickly.

- e. It may be appropriate to sell materials to benefit the collections and programs within the current mission of the Richmond Public Library. Sale of items is appropriate when there is a significant value of the item(s) that may provide a monetary benefit to support the collections and programs within the current mission of the Library, and/or when the item(s) no longer fit within the current policies and mission of the Library.

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