

## Disposition of Withdrawn/Surplus Materials

The choice of disposition of withdrawn or deselected items is the responsibility of the Library Director.

All withdrawn library materials are to be stamped "WITHDRAWN" over EOU Library identifying marks.

Materials in usable condition are to be offered to other libraries via the Alliance exchange list-serv, in the case of "last copy", and regional/state duplicate exchange systems. Those not requested by other libraries may be disposed of in accordance with the Library Director's decision and applicable EOU policies.

Materials received as gifts and not made a part of the library collections are disposed of in the same manner as the foregoing, except that no withdrawal or stamping procedures are required. An exception to this policy is the procedure for withdrawal of Government Documents, which is outlined in the Government Documents collection management policy.

Archive collection items should not be stamped withdrawn, unless there are EOU Library identifying markings on the item.