



Alameda County
LIBRARY

...Infinite possibilities

Carmen Martinez, Interim County Librarian

Albany

Castro Valley

Centerville

Dublin

Extension Services

Fremont Main

Irvington

Newark

Niles

San Lorenzo

Union City

AGENDA ITEM NO. ____ July 28, 2015

June 8, 2015

Honorable Board of Supervisors
Administration Building
Oakland, CA 94612

Dear Board Members:

**SUBJECT: NEW PROCEDURES FOR ALAMEDA COUNTY LIBRARY
DISCARDED MATERIALS**

RECOMMENDATION:

Approve the new procedures for the Alameda County Library's discarded materials.

SUMMARY/DISCUSSION:

Discarding or "weeding" items from a public library collection is a multi-step process that involves a good deal of professional judgment and many sets of eyes. Library employees take seriously their responsibility to be good stewards of taxpayer money and maintain a collection that is fully-representative of the communities served. Among the tools Library staff use in this process are: the nationally-accepted standard of the C.R.E.W. Guidelines (Continuous Review, Evaluation and Weeding); databases such as CollectionHQ and Decision Center; and collection lists available upon request from the Library's Technical Services Department (TSV). TSV also recalls items for evaluation and assessment on an ongoing basis. Through this ongoing TSV assessment, items are regularly redeployed to new locations where they might be better utilized. Overall, collection maintenance is a thoughtful, multi-step process that is done with care and professional judgment.

New Procedures for Alameda County Library Discarded Materials:

Once the decision is made to discard an item, the following procedures will apply:

1. Books will be offered first to Library Jail Services based on certain criteria (approved authors and formats, primarily paperbacks.)
2. Damaged books will be offered to branch libraries for book art projects.
3. All materials will then be offered to Friends of the Library groups for resale to directly benefit the Library.
4. Books that Jails Services, branch libraries, and the Friends groups do not want will be donated to the Alameda County Library Foundation (ACLF). ACLF will partner with Discover Books, who will collect the books and pay ACLF a small, pre-set price for the books. According to BOS Resolution 143209 (March 14, 1972), the County Library is permitted to donate discarded library materials to non-profit and educational organizations. ACLF is a 501(c)(3) non-profit organization.

Discover Books is a national company headquartered in Livermore, CA that is forward-thinking in alignment with Alameda County's culture of transparency, fiscal stewardship, and environmental protections. They serve several local library systems including Sunnyvale, Solano, and Marin, setting them as the local industry standard for discarded library materials.

Proceeds to ACLF from Discover Books will go back to the Library in grants for various library initiatives, with consideration given to equitable distribution among library branches.

5. Materials that are unable to be processed by Discover Books, and are unwanted by the Friends groups (e.g. AV materials, newspapers and magazines), will be recycled via Alameda County Property and Salvage guidelines.


As directed by your Board, these procedures as well as a review of the proposed partnership with Discover Books were reviewed at three public meetings in May 2015 to provide the public an opportunity to comment. These meetings were the Fremont Library Advisory Commission on May 18, Albany Library Advisory Board on May 19, and Alameda County Library Advisory Commission on May 20.

Honorable Board of Supervisors
June 26, 2015
Page 3

FINANCIAL CONSIDERATIONS:

There is no increase to net County cost as a result of this action.

Very truly yours,



Carmen Martinez
Interim County Librarian

Cc: Steve Manning Auditor-Controller
Richard Conway, CAO Analyst
Clerk of the Board