

**286—1.7 (256) Disposal of library materials.**

**1.7(1) Purpose.** Disposal of library materials shall be undertaken by the state librarian only as a means of strengthening and benefiting the mission of the state library. Disposal shall not be used solely to generate operating funds for the library.

**1.7(2) Definitions.**

“*Deaccession*” means permanent removal of materials from the state library’s collections.

“*Library materials*” includes, but is not limited to, books, journals, documents, audio visuals, and software in any format.

“*State librarian*” means the chief operating officer of the state library.

“*State library*” means the library agency within the division of libraries of the department of education.

**1.7(3) Ethics.**

*a.* Disposal of materials shall be undertaken in an open, public manner conforming to appropriate ethics guidelines.

*b.* Ownership of deaccessioned materials shall not, under any circumstances, be transferred to or personally benefit any employee, spouse or immediate family member of an employee of the library.

**1.7(4) Criteria.** Materials may be deaccessioned from the collections of the state library if they are no longer deemed relevant and appropriate to the mission of the state library or if they have deteriorated beyond repair and usefulness.

**1.7(5) Procedure.**

*a.* The appropriate unit supervisor shall recommend to the state librarian those materials to be deaccessioned.

*b.* The state librarian shall approve or disapprove those recommendations from the unit supervisor.

*c.* The method for disposition of the deaccessioned materials, including sales, donation or destruction, shall be decided by the state librarian.

**1.7(6) Limitations.**

*a.* Revenue from the disposition of any books or other library materials shall be credited to the state library fund established by the treasurer of state.

*b.* Proceeds shall be used solely for the purchase of books and other information resources for the state library.

*c.* Any balance in the fund on June 30 of the fiscal year shall remain in the state library fund and shall not become part of the state’s general fund.

This rule is intended to implement Iowa Code section 256.52(3) “*c.*”