

CHESTER BEATTY LIBRARY

DISPOSAL POLICY

Introduction

This policy covers the circumstances in which de-accessioning may take place and the procedures to be followed.

The Trustees are constrained by the terms of the Will of Alfred Chester Beatty from disposing of the material in the Collections.

The Collections of the Library are held in trust and only under exceptional circumstances will the de-accessioning of any object from the Collections be contemplated.

Reasons for de-accessioning

- a. To remove from the Collections any item which has become in some way seriously damaged or deteriorated beyond the point of further usefulness for the Collections or threatens the preservation of the Collections, as assessed by the Library's Head of Conservation in consultation with the relevant curator and Director, to remain as a collection item.
- b. Where the Library does not hold 'legal title', and the 'legal owner' requests the return of a particular object(s).

Authority for de-accessioning

No object may be disposed of without the specific authority of the Trustees of the Library. However, as stated above, the Trustees are constrained by the terms of the Will of Alfred Chester Beatty from disposing of the material in the Collections.

Disposal by destruction

- a. No object may be destroyed without the specific authority of the Trustees of the Library.
- b. The destruction of a Library object will only be acceptable if its retention in the Collections would not be appropriate.
- c. An object which has become in some way seriously damaged, infested or deteriorated beyond the point of further usefulness for the Collections or threatens the preservation of the Collections, may also in exceptional circumstances need to be formally de-accessioned.

Procedure following disposal

- a. Full records and photographs will be kept of any disposals from the Library.
- b. All records will be maintained relating to the object and its disposal.

(See *Documentation Policy: De-Accession Records*)

De-accessioning and Disposal of Reference Library Material

The following materials may be considered for de-accessioning:

- a. Directories which contain out of-date information.
- b. Superseded editions of works, which do not contain any valuable information.
- c. Works in poor physical condition.
- d. Duplicate copies, where rate of use does not justify retention.
- e. Audio-visual and digital materials in formats no longer supported by the Library and where it is deemed impossible to migrate to other formats.
- f. Works which do not meet the current acquisitions priorities of the Library.

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De-accessioning process for Reference Library Material

De-accessioned reference works are stamped in red on the title-page, and the Library barcode is removed. The item may then be sold, passed to another library, donated to a charity or otherwise disposed of.

Approval/Revision History

This Disposal Policy is version 1, issued in August 2013 and formally approved by the Trustees on 16 October 2013. This policy is reviewed on an annual basis by the Collections Management Team, while a full revision will take place every five years.