

**Lafayette Public Library**  
**Discard Policy DRAFT**

The Lafayette Public Library Discard Policy allows for the continued orderly maintenance and development of the library collection through the disposal of superseded, obsolete, unused or otherwise unnecessary library materials.

I. Books:

Books which have been out of use for over a year may be discarded in accordance with Louisiana R.S. 25:151.

The Lafayette Public Library Board of Control delegates the authority to the Library Director to discard up to 1,700 books<sup>1</sup> per month, or up to the average monthly quantity of books purchased in the prior year, whichever is greater.

The Library Director will annually report the quantity of books purchased in the prior year. The Library Director will provide a monthly report to the Lafayette Public Library Board of Control of the monthly book discards.

Any request of book discards exceeding 1,700 books or the monthly average of the prior year's purchases shall be approved by the Lafayette Public Library Board of Control.

II. Other Library Materials (Magazines, Audio Visual, etc.)

The Library Board of Control further authorizes the Library Director to discard through Lafayette Consolidated Government Property Department surplus property process in compliance with local procedures and applicable state laws, 1-years' worth of purchases for magazines and "A/V" Audio Visual, etc. materials on an annual basis to be determined by the Library Director. .

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<sup>1</sup> The quantity of 1,700 per month equates to roughly 1-years' worth new book purchases for Fiscal Year 2022.