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# ACTON MEMORIAL LIBRARY

**486 Main Street**
**Acton, Massachusetts 01720**
**978 929-6655**
**TDD 978 635-0072**

December 31, 2013

Board of Selectmen
C/o Town Manager's Office
Acton Town Hall

Members of the Board,

I would like your consent to dispose of 218 items that have been removed from Acton Memorial Library's collection. A list of the items is attached.

As of July 1, 2013, there were approximately 162,542 items in Memorial Library's collection. (Figure does not include downloadable titles.)

Most of the items have been withdrawn by professional librarians on staff due to poor condition, lack of accuracy or use, or because they are no-longer-needed multiple copies of a title which was once in high demand. A few have been lost or severely damaged and paid for by library users or identified as items which are no longer in the collection and need to be removed from the database to maintain its integrity.

Following your approval, they will be disposed of in the manner approved by the Board of Selectmen in 2007.

Thank you for your consideration of this matter.

Sincerely,

Marcia A. Rich
Library Director

attachment