

ACTON MEMORIAL LIBRARY

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

April 1, 2014

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

Members of the Board,

I would like your consent to dispose of 279 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Most of the items have been withdrawn by professional librarians on staff due to poor condition, lack of accuracy or use, or because they are no-longer-needed multiple copies of a title which was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

ACTON MEMORIAL LIBRARY

**486 Main Street
Acton, Massachusetts 01720
978 264-9641
TDD 978 635-0072**

April 9, 2014

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

Members of the Board,

I would like your consent to dispose of 13 pieces of computer equipment. They no longer meet the needs of Memorial Library users and staff because they are outdated, slow or simply don't work. A list of the items is attached; their collective value is less than \$500.

Thank you for your consideration of this matter.

Sincerely,

Marcia A. Rich
Library Director

attachment

Equipment to be Discarded as of April 2, 2014

Description of Item	Model #	Location	Status
Samsung Computer Monitor	SyncMaster 740N	Lower Attic	Outdated
HP Printer	HP LaserJet P2015dn	Lower Attic	Broken
HP Scanner/Printer	HP Photosmart C4780	Lower Attic	Broken
HP Printer	HP Deskjet D4160	Lower Attic	Broken
HP Printer	HP Deskjet 960c	Lower Attic	Broken
HP Computer	HP brio bal40	Lower Attic	Outdated
Epson Printer	LX-300+	Lower Attic	Broken
HP Printer	HP Deskjet 5550	Lower Attic	Broken
CRT Computer Monitor		Lower Attic	Outdated
IBM PC 1980s		Upper Attic	Outdated
CRT Computer Monitor		Upper Attic	Outdated
HP Computer	HP Compaq d220MT	Upper Attic	Outdated
Samsung Computer Monitor	793DFS	Upper Attic	Outdated

ACTON MEMORIAL LIBRARY

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

April 22, 2014

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

Members of the Board,

I would like your consent to dispose of 622 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