



## Collection refreshment procedure

*This procedure outlines each step involved in receiving collection refreshment items in your IKC.*

1. Boxes arrive from SLQ Public Library Development, 996 Wynnum Road, Cannon Hill.
2. Note the boxes are labelled 1 of 6, 2 of 6, etc. Check you have all the boxes as listed on the labels. Any problems with delivery, contact Despatch staff at SLQ Public Library Development, phone 1800 017 114, or email [PILSDespatch@slq.qld.gov.au](mailto:PILSDespatch@slq.qld.gov.au)
3. Unpack the boxes.
4. Email or phone your SLQ project officer to let them know the boxes have arrived.
5. Return all items in Aurora.

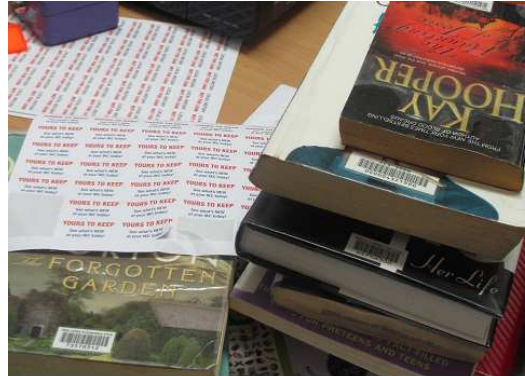


6. Display new items, that is, all the new books and DVDs, so they are interesting and attractive to your customers

7. Remove old items from shelves, using MUSTY as a guide

- M = misleading or inaccurate
- U = ugly, worn & beyond repair
- S = superseded by a better book, same topic
- T = trivial & of no substance
- Y = your community has no use for this book

8. Delete old items from Aurora. For help, use the Tip sheet on Deleting items.



9. Cover the barcode on each deleted item with a sticker YOURS TO KEEP.



10. Distribute deleted items to community

- use your stakeholders in the medical centre, playgroup, preschool, tourist accommodation
- encourage books in the home and where people meet