

# Deleting Leisure Books and Leisure Audiobooks

Jane Segal will bring a truck of Leisure Books a few times a year to be returned to vendor. The records are deleted from the catalog (not just withdrawn) and the books go to the Acquisitions Library Receiving Coordinator to be shipped back to vendor. Do not count in the Withdrawn statistics.

Any CDs and books that are damaged and marked "withdraw" should be tossed after they are removed from the catalog. McNaughton does not want them back