

**JORDAN SCHOOL DISTRICT
LIBRARY MEDIA – DISCARDED BOOKS**

School: _____ Date: _____

Principal's Signature: _____

Licensed Media Specialist's Signature: _____

Contact Person at School: _____

Materials to be Discarded: _____

Location where books are stored: Room # _____

Total Number of Boxes: _____

The library media specialist will be responsible for “weeding” the library media collection based on the condition of the materials – worn out, damaged, outdated, does not meet curriculum needs, etc. The process will include removing the item from the circulation inventory. Discarded library media books and materials must be packed in sturdy boxes and labeled with the school name.

Note: Surplus **media equipment** must be submitted on Fixed Asset Form #5107243, available from Central Warehouse.



**OPERATIONAL GUIDELINES FOR DISCARDING
LIBRARY MEDIA BOOKS AND MATERIALS**

The following guidelines should be followed to appropriately discard library media books and materials:

- The discarded materials will be offered to teachers in the school for classroom and school use only.
- Materials not wanted by the teachers in the school will be boxed (sturdy boxes) and labeled with the school name, and a brief description of the materials being discarded.
- The school media specialist will submit to the Director of Purchasing the **Library Media – Discarded Books** form.
- The Purchasing Department will dispose of the media books and materials in an appropriate manner.

REVISED: 12/10