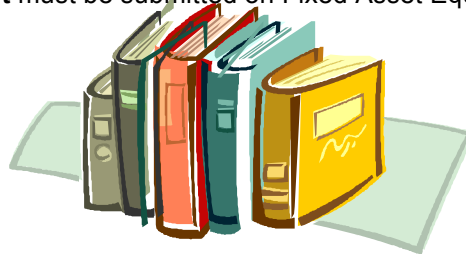


**JORDAN SCHOOL DISTRICT
OPERATIONAL GUIDELINES FOR DISCARDING
LIBRARY MEDIA BOOKS AND MATERIALS**

In order to maintain a current base of resources in a library media center, it is necessary to “weed” a library media collection when materials become worn out, out-dated, or no longer meet curriculum needs. The following guidelines should be followed to discard library media books and materials appropriately:

- The licensed library media specialists are responsible for “weeding” the library media collection based on the condition of the books & materials (worn out, damaged, out-dated, or no longer meeting curriculum needs). They will also use circulation reports and collection analysis reports to guide them in this process. The process includes removing the items from the circulating inventory/library collection. Anything that is damaged or worn so as not to be usable should be put in the school's recycling bin and disposed of. No books should be put into the school's trash dumpster.
- Discarded materials will be offered to teachers in the school for classroom and school use only.
- Any books not wanted by teachers may be either given or sold to students. They may also be donated to groups or organizations such as the Boys Scouts of America for Eagle Projects or other worthy groups deemed appropriate by the school. If there are a large amount of books requested by these types of groups or organizations a school may also reach out to other schools in the District to meet this request.
- Any remaining books or materials not wanted by the school will be discarded by the Surplus Warehouse. Discarded library media books and materials must be packed in sturdy boxes and labeled with the school name, type of materials being discarded, appropriate grades of the materials (K-6, 7-9, or 10-12), and the total number of items in each box.
- This form must be completed, signed by the Principal, Library Media Specialist and Instructional Support Consultant. All paperwork will be given to the Surplus Warehouse (567-8709) and they will schedule pickup of the discarded books and materials.

Note: Surplus **media equipment** must be submitted on Fixed Asset Equipment form that is available from online.



**JORDAN SCHOOL DISTRICT
DISCARDED LIBRARY MEDIA BOOKS AND MATERIALS**

School: _____ Date: _____

Principal's Signature: _____

Licensed Media Specialist's Signature: _____

Contact Person at School: _____

Materials to be Discarded: _____ Total Number of Boxes: _____

Location of Stored Materials: _____ Total Number of Items: _____

Signature _____

Instructional Support Consultant