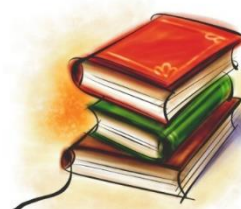


OPERATIONAL GUIDELINES FOR DISCARDING LIBRARY MEDIA BOOKS AND MATERIALS



In order to maintain a current base of resources in a library media center, it is necessary to “weed” a library collection when materials become worn out, outdated, or fail to meet curriculum needs. The following guidelines should be followed to appropriately discard library media books and materials.

- ✓ The licensed, library media specialist are responsible for “weeding” the library media collection based on the condition of the materials (worn out, damaged, outdated, or fail to meet curriculum needs).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 circulation inventory and removing all identifying markers.
- ✓ Discarded materials will be offered to teachers in the school for classroom and school use only.
- ✓ Any remaining books or materials not wanted by the school will be discarded by the District 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 and the Library Media Specialist. All paperwork should be sent to **Rachel Blackburn 801-826-5391** rachel.blackburn@canyonsdistrict.org and arrangements will be made for pickup of the discarded books and materials.



School: _____ Date: _____

Principal's Signature: _____

Licensed Media Specialist's Signature: _____

Grade level of books: _____ Condition of books: _____

Contact Person at School: _____

Location where books are stored. Room #: _____

Total Number of Boxes: _____ Total Number of items: _____

Note: Surplus media equipment must be submitted on the Fixed Asset Form that is available online.