

**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.
- 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 discarded. 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 Library Media Specialist, Principal and Instructional Support Consultant. It will then be sent to **Caitlin Robbins** (567-8708) in Purchasing. **Caitlin** will schedule pickup of the discarded items.
- The Purchasing Department will dispose of the library media books and materials in an appropriate manner.

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



**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

REVISED: 2/2017