

LIBRARY MEDIA CENTER DE-SELECTION AND DISCARDING POLICY

Statement of Purpose

The purpose of this policy is to detail the process used to discard materials from the library/media center collections in the schools of the District.

Statement of Policy

This policy applies to print and non-print materials.

The library media center collection must be continually evaluated to ensure that the contents support the curriculum and the interests of the population served. Assessment of the collection should be based on usage, age, condition, relevance, and quality of information. The major responsibility for coordinating the weeding process rests with the District's certified media personnel.

Criteria for Discarding:

Usage/Age

- Items that have not circulated for three to ten years excluding classic works, special collections, and items needed for reference or in-house use
- Duplicate copies no longer needed
- Items no longer relevant to the school community.

Value/Quality

- Materials containing outdated or obsolete information
- Materials containing inaccurate, misleading or false information
- Materials no longer in demand
- Materials no longer support the curriculum or the current community needs
- Superseded editions (old editions replaced by updated editions)
- Materials containing biased information or portray stereotypes
- Materials that are mediocre or poor in quality
- Materials that contain information that is inaccessible because it lacks a table of contents, indexing and searching capabilities, or is in an inaccessible format.

Deterioration

- Worn, damaged materials
- Aged, soiled materials

DISCARDING OF LIBRARY MATERIALS

Items should be stamped “discarded” or “withdrawn” and/or identifying marks or labels should be removed. The library media specialist can offer relevant, discarded library materials to faculty members, the public libraries, community groups, or students as either purchases or gifts. Unsalvageable remaining materials should be recycled or discarded as appropriate.

Original: September 19, 2007
Reaffirm: March 5, 2014