

Guidelines for Weeding Library Books

Evaluation of the collection should be an ongoing process by the library media specialist and the instructional staff in order to keep the collection relevant to the changing needs of the curriculum and personal interests of students. Evaluation should include the removal of materials no longer appropriate and the replacement of lost and worn materials of educational value.

Discarding materials that are no longer useful is as important a process as selecting new items of high quality. Criteria for removing (weeding) items from the library collection include evaluating the appearance and condition, such as damaged or missing pages, poor or out-of-date content, inaccurate or false information, interest or reading level inappropriate for students, materials no longer needed in the curriculum, and age of materials.

The Department of Learning Resources & Instructional Materials recommends that the following items should not be weeded or discarded:

- Literary classics, unless more attractive formats are available
- Local and state history, unless collected by another agency
- Major publications of the school, unless another department is responsible for the archive

Process for Disseminating Surplus/Discarded Library Books

Library media materials that are no longer utilized in a school's media center but which still may be useful to other clientele or communities may be:

- Given to teachers to use in developing supplementary teaching materials
- Given to students or others within the local school community
- Given to another public or charter school within the District
- Given to a charitable organization, governmental agency, or private school

If a charitable organization or private school requests the items as a donation, the request must first be submitted to the Superintendent's Screening Committee. When the Superintendent's Screening Committee verifies the authenticity and non-profit status of the organization, it will provide written notification and then the organization may pick up the material or arrange to pay for shipping. Send request to Superintendent's Screening Committee, KCW, 7th floor (754 321-1970).

Library media materials that are obsolete or have inaccurate information should be removed from the school, rather than transferred to classrooms or another library. Obsolete or unusable materials should be boxed and identified as DISCARDED or WITHDRAWN and scheduled for pick up by the Supply Management and Logistics Department. E-mail Jim Kane, Learning Resources & Instructional Materials, with the school's location number, number of boxes, where they are located at their site, and name of contact. The District has a contract with vendors to recycle obsolete materials. Funds generated from this contract are transferred to the District's instructional materials fund.