P6435 GENERAL CRITERIA FOR MEDIA MAINTENANCE

BOARD POLICY:

Library Media and Textbook Services is responsible for establishing procedures for the weeding, discarding, withdrawing, renovating, and rebinding of library media.

Administrative Implemental Procedures:

1. The library media specialist is responsible for weeding the collection. The following principles are to be considered:
   a. The evaluation of the collection and the making of decisions concerning the resources should continue throughout the year.
   b. The help of teachers in special areas is advantageous.
   c. An inventory may be adequately updated by working on a few sections each year.

2. The library media specialist is responsible for discarding and withdrawing media using the following guidelines:
   a. Discarded books are to be sent to the School Service Center Warehouse.
      (1) Whose subject matter is out of date or inaccurate
      (2) Which have pages missing, yellowed, brittle, extremely soiled, or torn.
      (3) Where revised editions are decidedly superior or more attractive
      (4) When the title can be replaced with a new copy that is less expensive than the cost of rebinding or repairing.
      (5) Discarded book labels should be placed on the ends of each box
   b. The library media specialist will remove the item from the library automation system.

3. The library media specialist is responsible for renovating and replacing media.

Administrative Responsibility: Learning Services
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