

## **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    - (1) Whose subject matter is out of date or inaccurate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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