

660054

IIACA

Surplus Textbooks and Library Material Resources

A. Procedures for Surplus Textbooks

Annually, the principal shall identify all textbooks in the school that are surplus. A listing of these surplus textbooks is to be forwarded to the Supervisor, Library and Media Services.

The Principal shall designate the surplus textbooks as follows:

1. Textbooks which can be used within the Division for either coursework or resources material can be transferred to other schools on a priority basis
2. Textbooks that are surplus as identified by Policy IIACA shall be identified as obsolete and offered to parents, students other schools and agencies at no charge
3. Textbooks that are surplus as per Policy IIACA and cannot be dispensed through either of the above methods shall be destroyed.

B. Procedures for Designating Surplus Library Material Resources

1. Retain local materials for historical purposes.
2. Culling of materials is an ongoing process. Library staff will cull a different section of the collection monthly according to the Dewey classification system.
3. All materials will be culled including books, audiovisual materials, periodicals, information and picture files. Library staff will monitor and review website links to ensure they are relevant.

1. Library Personnel

- a) By the end of June, the library staff will have completed the culling process of the collection.
- b) Do not distribute discarded media to students or the community.
- c) Follow the Destiny Library Manager Weeding Procedures in the Library Handbook.
- d) Establish and label a shelf in the workroom "Discards" and/or box materials labeling the contents by Dewey Number.

2. Principal

- a) The school principal shall designate appropriate teachers to review the titles on the culled list in their respective subject areas and to confirm that the recommendation to be culled is appropriate.
- b) The school principal shall identify all materials within his/her school that are surplus to the school's needs and approve the culled list.

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- c) Once the list has been approved by the principal the listing of these surplus materials is to be forwarded by the principal to the Supervisor, Library and Media Services for review from a Division's perspective.
- d) Once the Supervisor, Library and Media Services has confirmed that the surplus library material resources can be culled the principal shall designate the materials according to items i, ii, or iii, below:
- i) Materials which can be used within the Division for either coursework or resource material may be transferred to other schools on a priority basis.
 - ii) Materials that are surplus per Policy IIACA shall be identified as obsolete and offered to parents, students, other schools and agencies at no charge
 - iii) Materials that are surplus per Policy IIACA and that cannot be dispensed through either of the above methods shall be destroyed.

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