

PORT EDWARDS PUBLIC SCHOOLS**Board of Education Policy**

LIBRARY SERVICES – DONATED ITEMS AND DISPOSAL OF MATERIALS**Donated Items:**

Materials that are donated to the district become the property of the school with no stipulations attached. As such, donated materials will be held to the same criteria as purchased materials and used, shelved, or discarded based on the Policy for Selection of Library Materials.

Disposal of Materials:

Just as an item earns its way into a collection based on the described criteria, items earn their way out of the collection when they no longer meet the needs of the students and staff. To maintain a quality collection, it is necessary to discard items regularly. Reasons for discarding include:

1. condition of the item
2. items that have had very little circulation in the past five years
3. currency/datedness/accuracy of content and/or relevance to the curriculum
4. inferior or faulty visual and/or sound reproduction

Materials that are discarded will be disposed of at the discretion of the District Media Specialist and other school personnel based on the reason the particular item is discarded.

CROSS REFERENCE: Policy for Selection of Library Materials

Adopted: April 13, 2004

Reviewed:

Revised: