

Instructional Material Removal Process Teacher Form

This form is to be completed by classroom teachers disposing of textbooks. It should be given to the Teacher Librarian when all materials are ready to be removed from the school.

Procedure:

1. Determine which books are useable or non-useable.
 - a. Useable = less than 10 years old; in good condition
 - b. Non-useable = older than 10 years; poor condition;
2. Box up books and label with the following information.
 - a. Useable books label
 - i. Name of book
 - ii. Publication Date
 - iii. ISBN #
 - iv. Number of books in box
 - b. Non-useable books label
 - i. Name of book
 - ii. Publication date
 - iii. Condition status
3. Complete the following information and give to school teacher Librarian.

Teacher Name:	
Textbook Content Area:	
Grade Level:	
Name of Book:	
Publication Date:	
ISBN #:	
Number of Useable Books	
Number of books to discard	
Location of books/boxes stored until pick up at dock	