

INSTRUCTION

Withdrawing Library Media Materials

Just as materials and the existing collection are evaluated before selection takes place, evaluation of materials and the existing collection must occur before materials are removed. Systematic withdrawal of material is not an irresponsible disposal of school property; rather, it is a needed service that will enhance the credibility and use of the school library media center.

Criteria for withdrawal considerations are:

1. Irreparably worn or damaged items
2. Superseded editions
3. Material containing information not easily accessible: no table of contents, no index, poorly organized content
4. Material that is inaccurate factually or outdated in values, interpretations and attitudes.
5. Material in which format, reading level and interest level are inappropriate to the reading of the student
6. Material that no longer supports the curriculum
7. Material that is stereotyped, biased or patronizing
8. Material that has not circulated in ten years

Final removal of material from each library media center will only take place after the principal of that school and the library media specialist agree to discard the item.

ADOPTED 9/14/00

REVISED _____