

**Disposal of Library Resources**

In compliance with Texas State Library Association, library books and other resources and equipment will be systematically removed from the inventory of the library/media center.

**Criteria for Deselection and Disposal**

Books and other library materials shall be removed from the collection and discarded when they are:

1. Worn or damaged, as follows:
  - a. Resources are in such a condition that they cannot be mended or rebound.
  - b. Paper or film has become brittle or discolored with age.
2. Misleading and/or factually inaccurate. The copyright date should be considered in evaluating this type of material.
3. Superseded by a new edition.
4. Unsuitable based on the following:
  - a. The resource is either too difficult or too easy for the intended students.
  - b. The book is unpopular or unused because students' tastes or interests have shifted.
  - c. The library has duplicates of resources once popular but no longer regularly used.
5. No longer applicable based upon CREW (Continuous Review Evaluation Weeding) best practices.

**Procedure**

The following procedures will be used in disposing of materials:

1. Resources may be made available as a donation to non-profit community organizations.
2. Any resources remaining shall then be destroyed or recycled and removed from the library/media center inventory.
3. Librarians will submit a list to the Office of Federal Programs of any materials removed that were purchased with Title funding.

**Donations**

In accordance with the library's stated selection policy and other Board policies, acceptance of gifts (books or other library resources) will be determined by the librarian on the basis of suitability to the library's purposes and needs. [See CDC]

**Purchases**

Campus library materials are ordered by each school librarian and the Office of Library Media Services. Administrators, supervisors, teachers, and students are encouraged to suggest material to be

added to the library collection and to share in evaluating materials being considered for purchase.

The reviewing of books and the evaluating of non-book materials are to be a team enterprise; librarians and teachers are to share their knowledge in selecting instructional media.