

Surplus Process for Books in LSSD

Background: *These steps are critical to follow to ensure that we are following [School Board policy](#) and that if the public does request any of the materials surplus, we are able to locate the materials. Surplused materials are posted for the public to view once a year in May and they must be accessible for 30 days after the public is notified.*

1. Determine which books are being surplus from your building and mark each book cover with the words *surplused* or *discarded*.
2. Remove the copies from Destiny.
3. Use the [textbook/library surplus form](#) to record the titles and quantities of books that you would like to surplus including publisher, copyright date, ISBN. This form needs to be completed for each box of books being surplus and it is critical that the form has the box number included (ex: 2 of 12). The Library Weeding Log from Destiny can be used for this purpose as long as you hand write the box number on the pages of the log (ie. you would want to box the books in the order they appear on the log).
4. Decide if you are going to have the boxes picked up or if you want to hold onto the boxes of books until after the 30 days of public viewing to be then donated to students in your building or Friends of the Library.
 - a. If you would like the boxes of books to be moved off site, ask your building secretary for a Move Request form to complete.
5. Print two copies of the surplus lists. One copy is attached to the front face of the boxes of books, one per box. The other copy of the forms are sent to Anna Harrell at the ESC with a completed Move Request form if boxes are being moved off site.
 - a. If you are keeping some of the boxes at your building for later donation, please note that on the surplus forms & move request (ex: 4 of 6 boxes to be moved, box 5 and 6 to be held at the building level).
6. In June, you will be notified that the public viewing window is closed and you are free to donate the books you held at the building. If you have had them moved off site, they will be destroyed after this public viewing window closes.

****Please note that there is a required process of School Board approval, posting for public viewing, etc. that makes this process a lengthy one that is not able to be done multiple times a year and makes the timeline inflexible.**