



Cache County School District

Policy Series 4200: Curriculum, Instruction, Assessment

Policy No. 4200 P3

Deselection and Removal of Library Media Materials

The Library Media Materials Deselection and Removal Procedure of Cache County School District aligns with principles from the American Library Association, American Association of School Librarians, Utah School Library Association, and state laws to de-select or remove materials responsibly and thoughtfully for school libraries.

Objective: These procedures will guide school librarians in the ongoing process of evaluating the library collection to remove materials that are outdated, damaged, rarely used, or no longer suitable or appropriate for the school's needs. The goal of deselection is to maintain a collection that is relevant, high-quality, and accessible for all patrons. The following guidelines provide direction and consistency for discarding materials as the collection evolves in response to the educational goals and diverse needs of the school community.

Responsibility: The task of deselection and removing school library materials is entrusted to school librarians.

Criteria for Deselection: Criteria for deselection may include, but are not limited to, the following considerations:

- A. Poor physical condition (e.g. materials that are damaged beyond repair)
- B. Outdated, inaccurate, or obsolete
- C. Contains subject matter no longer needed to support the curriculum
- D. Encourages stereotypes or biases
- E. Inappropriate for specific collection
- F. Receiving little use

Deselection Options for Materials

- A. Offer to other school libraries within the district
- B. Offer to teachers in the school for classroom and school use only
- C. Offer to students
- D. Donate to appropriate groups or organizations

- E. The surplus warehouse will discard any remaining materials according to its process
- F. Books lacking value or damaged beyond repair may be discarded

Criteria for Removal: Librarians may remove library materials from their collection if they determine that the material is inappropriate for the school's library, contains objective or subjective sensitive materials, or has not been circulated for 24 months.

Removal Procedure

Sensitive materials may not be sold or distributed. The Executive Director of Teaching and Learning or designee will facilitate the prompt recycling or disposal of instructional materials that are identified for removal.

Approved by District Administration: 11/20/24