

Disposal of Library Resources

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

Criteria for Disposal

Key factors considered in the removal of materials:

Library resources, including books, may be 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.
 - c. Age of publication
2. Misleading and/or factually inaccurate. The copyright date should be considered in evaluating this type of resource.
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 Superseded by a new edition.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 resource is unpopular or unused because students' tastes or interests have shifted (circulation statistics).
 - c. The library has duplicates of resources once popular but no longer regularly used.
 - d. No longer supportive of the current curriculum needs or standards.
 - e. Outdated or inaccurate information.
5. Other methods listed as consideration criteria as described in the CREW method handbook.

Procedure

The following procedure will be used in disposing resources:

1. All resources to be discarded will be placed in a specific area that is easily accessible by the faculty for viewing and examining.
2. Faculty members may be given the opportunity to inspect the resources and to select any that may be used as a classroom resource.
3. Resources still remaining will then be removed and disposed of from the library/media center inventory.

Disposal of Periodicals and Magazines

Magazines in the secondary schools which are not cataloged may be discarded at the end of the school year. Before being discarded, magazines may be offered to educators for classroom use.

Library Donations

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

Electronic Resources

All electronic resources chosen for use in the classroom will be carefully previewed and evaluated by the teacher to meet identified instructional objectives for the age and grade level of the students.

The following guidelines will apply:

1. Parents will receive one-week advance notice when a teacher plans to show:
 - a. Elementary school students an electronic resource that is rated PG or higher.
 - b. Middle school students an electronic resource that is rated PG-13 or higher.
 - c. High school students an electronic resource that is rated R.
2. Such notice to parents will include a brief description of the contents of the resource and the instructional objectives to be achieved.
3. Electronic resources to be used in the classroom will be made available for review by parents in the same manner as other instructional resources, in accordance with state law. [See EF(LEGAL) and FNG(LEGAL)]
4. A parent will be allowed to request that his or her child be given an alternative activity with the same instructional objectives, in lieu of the student viewing the electronic resource.
5. No electronic resource having a rating of X or NC-17 will be shown to students in District schools at any time.

Collection Development

Collection development involves the identification, selection, acquisition, and evaluation of a collection of library resources to fit the needs of its users and potential users. Librarians utilize various collection analysis reports to identify key areas of their collection which are over or underrepresented based on national library collection standards.

Criteria for Selection

Key factors considered in the selection of materials:

1. Supportive of the instructional goals and curriculum needs of the district
2. Representative of learners' various interests, abilities, learning styles and maturity levels
3. Representative of the reading community
4. Professional reviews indicating the positive quality and age appropriateness of the title

- o Professional reviews from campus librarians, professional library journals, state and national award lists, etc.

American Library Association's Freedom to Read Bill of Rights:
<http://www.ala.org/advocacy/intfreedom/freedomreadstatement>

Challenges of instructional resources

A parent or District student, staff member or District resident may challenge the use of an instructional resource used in a school's educational program, despite the fact that the professional staff selecting the resources were qualified to make the selection following the proper procedures.

A request for reconsideration of instructional materials must be submitted (see EF Exhibit).

A parent may exercise control over reading, listening or viewing matter that impacts only their own child.

When instructional resources are challenged, the principles of the freedom to read, listen and view must be defended as well.

Access to challenged material shall not be restricted during the reconsideration process.

The final decision on challenged materials is the appropriateness of the material for its intended educational use. No challenged library material shall be removed solely because of the ideas expressed within them.