

PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: March 8, 2013

REVISED:

706-AR-6. DISPOSAL OF BOOKS/MEDIA MATERIALS

The district will dispose of used textbooks, library books and media materials that are recommended for disposal.

Textbooks, library books and media materials that are eligible for disposal include those that are severely damaged; cannot be rebound; have pages missing; or have been determined by the professional staff to contain information that is not current or correct; demonstrated low student interest; and outdated copyrights.

Building principals, librarians and supervisors will identify the textbooks, library books and media materials that are eligible for disposal.

Textbooks, library books and media materials will be packed in boxes labeled "DISCARD."

Employees of the Maintenance Department will remove the boxes for disposal.

Library staff and media supervisors will update inventory records to reflect the disposal of books and materials, and will update current resource catalogs.