



## SURPLUS LIBRARY BOOKS

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When a library book is no longer useful due to age, condition, or circulation the media staff, with approval from the principal, may deem the books surplus and dispose of them according the following procedure.

### Procedure

1. Media staff provides list of proposed surplus books from Destiny software to the principal for approval. This document should include the reason for the surplus status and the principal's signature of approval. This document is to be kept in the library.
2. After approval, barcodes are to be crossed out and books are to be stamped "DISCARD" or "SURPLUS".
3. Surplus the books through one of following methods. Staff should attempt the methods in the order given:
  - A. Offer the books to the staff to keep in their classrooms. These would remain property of the school, but could be disposed of through any of the subsequent methods without additional approval.
  - B. School may offer the books for sale to students and parents. School must adhere to all required Accounting policies and procedures for collection of funds.
  - C. If a book will not sale it may be given away to students or parents.
  - D. Offer the book to any organization that will receive the donation or drop at one of the book donation containers located throughout the valley.
4. Books that are damaged such that they contain no value should be recycled.