

Procedure 2500P2-Procedure(1): Materials Removal Procedures for Library/Media Centers

Status: DRAFT - 1st
Reading

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SECTION 1. WEEDING MATERIALS

1.1 Weeding is a necessary aspect of selection, since every library will contain works, which may have answered a need at the time of acquisition, but which, with the passage of time have become obsolete, dated, unappealing or worn out.

SECTION 2. DISCARDING MATERIALS

2.1 Materials will be discarded pursuant to Idaho Code § 33-601.

2.1.1 Discarded materials shall be clearly stamped with the following information:

**“WITHDRAWAL FROM CALDWELL DISTRICT NO. 132
PUBLIC SCHOOL LIBRARY”**

2.1.2 If no teacher wants an item for classroom use, the Board may sell material with an estimated value of less than \$1,000, without appraisal, by sealed bid, or at auction if there is at least one published advertisement prior to such sale.

2.1.3 If the Board, by unanimous vote of those members present, finds that the materials have an estimated value of less than \$500 and is of insufficient value to defray the costs of arranging a sale, the materials may be disposed of in the most cost-effective and expedient manner by an employee with such authority.

2.1.4 Discarded books will be offered free to teachers and/or students.

2.1.5 If books are unwanted, they may be sold in a surplus sale.

2.2 The librarian/media specialist may organize a surplus sale with profits used by the library program.

2.2.1 Surplus sale items must have no use within the school community and/or be obsolete, old, or worn.

2.2.2 Sales may not include textbooks or IT materials.

2.3 A count of discards will be requested at the end of the year when the “Track as Weeded” report is printed and archived.

2.4 Discarded computer software shall be destroyed.

SECTION 3.—COMPLAINTS AND REQUESTS FOR REMOVAL OF MATERIALS

~~3.1—Parents/guardians may request that specific library books or materials not be checked out to their child.~~

~~3.2—The librarian/media specialist or building principal shall be notified when staff members receive a written or oral complaint or request for removal.~~

SECTION 4.—RESOLUTION OF A COMPLAINT OR REQUEST FOR REMOVAL

~~4.1—The following procedures apply whenever there is a request for removal of the District’s library books, materials, or resources:~~

~~4.1.1—Every effort will be made to resolve the matter informally at the building level by the involved complainant, principal, and librarian/media specialist.~~

~~4.1.2—If the issue remains unresolved, the complainant will receive a copy of this District’s materials selection policy, materials selection, and removal procedures and Reconsideration of Library Media Center Materials Form 2500F1.~~

~~4.1.3—Upon receipt of a completed Reconsideration of Library Media Center Materials Form – 2500F1, the involved building principal will convene an advisory committee of seven (7) to consider the complaint. This committee shall consist of:~~

- ~~• The Superintendent/Designee;~~
- ~~• Supervising curriculum director;~~
- ~~• and the following people from the school involved:~~
 - ~~1. The librarian/media specialist;~~
 - ~~2. A teacher, and~~
 - ~~3. Three (3) community members.~~
- ~~• Membership on the advisory committee is renewable.~~

SECTION 5.—RECRUITING ADVISORY COMMITTEE COMMUNITY MEMBERS

~~5.1—Three (3) parents shall be recruited and recommended to the building principal by the librarian/media specialist.~~

~~5.2—Each recommended member shall be representative of the community and its diversity. They shall include:—~~

- ~~• One (1) elementary student parent~~
- ~~• One (1) middle school student parent and~~
- ~~• One (1) high school student parent.~~

~~5.3—The person initiating the reconsideration may not be a member of the advisory committee.~~

~~SECTION 6.—ADVISORY COMMITTEE MEETING~~

~~6.1—The committee will meet within ten (10) school days of the reception of the completed reconsideration form. They shall:~~

~~6.1.1—Examine and review the questioned material according to the selection criteria outlined in this document and~~

~~6.1.2—Prepare a report on the material containing the committee’s recommendations on disposition of the matter.~~

~~6.1.3—Deliver a copy of the disposition report to the building principal.~~

~~6.2—The building principal shall notify the complainant of the decision within thirty (30) school days of their initial meeting and forward the committee’s recommendation report to the Superintendent/Designee.~~

~~6.3—If the complainant is not satisfied with the committee’s decision, he/she may appeal the decision in writing to the Superintendent within five (5) school days of the issuance of the committee’s decision.—~~

~~6.4—The Superintendent shall render a decision within ten (10) school days.~~

~~6.5—The decision of the Superintendent may be appealed in writing to the Board of Trustees within five (5) school days.—~~

~~SECTION 7.—MATERIAL REMOVAL INFORMATION~~

~~7.1—School staff shall be informed by the Superintendent of the decision to remove any material from the District’s libraries and shall no longer use those items.~~

~~SECTION 8.—ARCHIVE OF RECOMMENDATIONS AND DECISIONS~~

~~8.1—An archive of each of the following forms shall be filed by the librarian/media specialist:~~

~~8.1.1—Reconsideration of Library Media Center Materials Form – 2500F1 and~~

~~8.1.2—Recommendation by Library Media Center Advisory Committee Report – 2500F2~~

Supporting Documents



[2500F1 Library Media Center Materials Reconsideration Request Form - April 2018 \(1\)](#)



[2500F2 Recommendation by School Media Advisory Committee - April 2018 \(1\)](#)

LIBRARY/MEDIA CENTER MATERIALS RECONSIDERATION REQUEST FORM

To request reconsideration of library/media center materials, please return the completed form to the building principal.

Name: _____ Date of request: _____

Address: _____

City/State/Zip: _____

Phone: _____ Cell Phone: _____

Resource on which you are commenting

Type of material (audiovisual, book, magazine, etc.): _____

Title: _____

Author/Producer: _____

What brought this title to your attention? _____

Please comment on the resource as a whole as well as being specific on those matters which concern you. (Use other side if needed.) _____

Optional

What resource(s) do you suggest that could be made available to provide additional information on the topic?

1. Additional Comments: _____

2. What action would you like the District to take concerning this material? Please indicate applicable actions that you would support.

Do not allow my child to view/read/listen to the material.

Retain the material for use on reserved or restricted status.

Withdraw the material from use by all students.

Other action _____

RECOMMENDATION BY LIBRARY/MEDIA CENTER ADVISORY COMMITTEE

Title of Material _____

Author(s) _____

Format _____

Publisher/Producer _____

Edition _____

School(s) _____

In review of the complaint filed on _____ by _____
(date) (name of person)
the committee by a vote of _____ to _____ recommends

- Retaining the material for use in its present location
- Retaining the material for use on reserved or restricted status
- Retaining the material under the following conditions

Withdrawing the material from use

Rationale for recommendation:

Additional comments:

Committee signatures:

Date: _____