SUPPORT SERVICES

Removal and Disposal of Centrally Distributed Instructional Materials

1. Centrally distributed instructional materials include 16MM films, multi-media materials, video tapes, and other similar central collections. These materials will be disposed of when they are:
   a. No longer acceptable because of curriculum changes.
   b. Out of date.
   c. No longer appropriate for the age, the educational level, or the needs of students.
   d. Badly damaged or worn out.

2. When materials are tentatively identified for disposal, they will be referred to the appropriate curriculum supervisor for review by three teachers selected by the curriculum supervisor. Any recommendation for disposal will be forwarded to the Instructional Media and Technology Department. Objections to the removal of such materials may be appealed to the Director of Curriculum Services.

3. Materials which are badly damaged or worn out are to be referred to the Instructional Media and Technology Department. These materials should be repaired or replaced if they have had ten or more annual bookings, were produced within the past ten years, or require less than $100 for repair.

4. When the Instructional Media and Technology Department has determined that indicated materials should be disposed of, a list of such materials will be sent to the Director of Curriculum Services for approval. An appropriate notice will be distributed to users once items have been approved for disposal.

5. Items designated for disposal meeting the criteria in Paragraph 1.a, 1.b, and 1.c above should be sent to the Supervisor of Supply Services for disposition. Items that are determined to be badly damaged or worn out may be discarded.
The Associate Director of Instructional Media and Technology and the Director of Curriculum Services will be responsible for the implementation and monitoring of this regulation.