SUPPORT SERVICES

Disposal of Instructional Materials

Building Level Instructional Materials

1. The purpose of this regulation is to establish responsibilities, procedures, and methods for the re-evaluation of instructional materials and for the disposal of materials no longer meeting the criteria.

2. This regulation is applicable to all personnel having responsibility for the management of instructional materials at the building level.

3. The re-evaluation of materials is a shared responsibility of library media specialists, department or grade level chairpersons, teachers, and administrators.

4. Instructional materials will be defined as all resources, book and non-book, supplied by the Prince William County School Board, which are used to carry the instructional message and support the curriculum.

5. Regulations for disposal of textbooks will be covered under Regulation 345.01-10.

6. The goal of re-evaluation is to identify materials which may fall in the following categories:
   a. Materials no longer applicable because of curriculum changes.
   b. Materials out-of-date and no longer authentic according to current knowledge.
   c. Materials that are worn out, badly damaged, of poor quality, or otherwise unfit for use.
   d. Materials no longer appropriate for the age, educational level, needs, and/or interests of the student population because of changes in the population.

7. Re-evaluation should be a continuous procedure.
   a. Holdings of a school will be continually reviewed according to current selection criteria.
b. Materials will be reviewed on a regular basis to be compatible with curriculum changes.

c. Worn out, badly damaged materials will be discarded as necessary.

d. Instructional materials will be re-distributed to another more appropriate location when changes in student population render materials inappropriate to a given building. Such re-distribution will be handled by the school principal with needed assistance from the Department of Instructional Media and Technology. A record of transfer must be completed for those items listed on school inventories.

8. Instructional materials identified for total removal will be managed according to procedures outlined and revised periodically by the Department of Instructional Media and Technology.

9. Specific instructions to personnel will be provided in the Media Center Handbook and communicated by the library media personnel to all others responsible for management of instructional materials.

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.