

## **Instructional Media and Equipment**

### **Weeding and Discarding**

Discarded materials shall have all local school identifying marks and bar codes removed. The materials will be marked in the circulation and inventory systems as discarded for one year before being removed from the systems. A list of discarded materials shall be given to the school media committee for consideration as to whether replacement materials are needed. The number of discarded materials will be noted on the year-end report. A copy of the year-end report will be filed with the principals, the system media coordinator, and filed in the school media office. Under the guidance of the principal, the media specialist will discard the material in the most economically and ecologically sound way available.

Equipment shall have all local school identifying marks removed. It will be marked discarded in the school inventory for one year. A list of discarded equipment shall be given to the School Technology Committee for consideration as to whether replacement equipment is needed. A copy of the list shall be given to the principal and filed in the school media office. The equipment shall be turned over to the system technology department for parts or discarding through board-approved methods.

When materials have been identified as discardable, it is the responsibility of the school principal to implement the following procedures:

1. A copy of the Disposition of Instructional Material/Equipment form shall be placed in the files of the school media specialist and central office media coordinator. All completed forms must be signed by originator, media specialist, and school principal.
2. On the current media center inventory, the media specialist shall document the item to be discarded and the date of the discard. The school media committee shall be informed of items to be discarded.
3. It is the responsibility of the school principal to see that the discarded item is removed from the media collection, and discarded in the most economically and ecologically sound way available.