

# Board Policy

Code No. 605.1R2

## WEEDING OF INSTRUCTIONAL MATERIALS AND EQUIPMENT

### I. Responsibility for Weeding of Materials

- A. The Board of Directors is legally responsible for all matters relating to the operation of the Bettendorf Community School District.
- B. The authority for the weeding of instructional media materials and equipment is delegated to the professionally trained.
- C. The "library media specialist", with approval of the building principal, will be responsible for weeding of library/media materials and equipment.
- D. Classroom teachers, with approval of the building principal, will be responsible for the weeding of classroom instructional materials and equipment.

### II. Criteria for Weeding of Materials and Equipment

- A. Weeding, the process of removing instructional materials that are outdated, damaged, or no longer appropriate, is a valuable and integral part of the selection process.
- B. The library media specialist, with approval of the building principal, may remove from the library media center materials, equipment, and furniture no longer of value to the library media program following general collection development guidelines.

### III. Procedure for Weeding of Materials and Equipment

The materials and equipment will be reviewed to determine their possible intrinsic worth to other groups or individuals. Materials will be marked "For Discard." They may be disposed in one of the following options:

1. To another unit of the school. If deemed of value, items will be offered for examination and transfer by a stated time.
2. To other libraries supported by public funds. If deemed of value, items will be offered for sale by a stated time.
3. To the general public. If deemed of value to the public, items will be offered for sale at a stated time.
4. If items are determined to be of no value, or if no group or individual under points 1, 2, or 3 above claims them, items may be discarded in keeping with general procedures for discarding out of date instructional materials and/or equipment.

*Approved: July 20, 1992*

*Reapproved: January 23, 1995  
June 18, 2001  
June 21, 2004  
July 9, 2007  
August 1, 2011*

*Revised: June 15, 1998  
June 18, 2001  
August 1, 2011*