

## Discarding Library Materials or Equipment

*Obsolete materials are inappropriate in the educational environment, no matter where they are housed. Therefore, obsolete library media materials should be removed from the school, rather than transferred to classrooms or other library media centers. In some cases, obsolete materials may be cut up and used for other purposes or may be placed in classrooms in limited numbers for teaching skills that do not require current information, such as using an index. This practice should be kept to a minimum so that classrooms and library media center storage areas do not become cluttered with discarded materials.*

After identifying the materials that need to be removed using weeding criteria, such as the [CREW](#) method, please use the following steps in order to properly remove items from your collection:

### **Assemble necessary equipment and supplies**

- Computer (laptop)
- Barcode scanner
- Book trucks/carts
- Boxes (book or small)
- Pallet
- Packing Tape
- Permanent markers
- Discard stamp (available from Demco)

### **Process the materials**

#### *Delete items from the Destiny catalog*

- Scan the barcodes directly into Catalog | Update Copies | Individual Delete  
or
- Scan the barcodes of the identified materials into a NotePad file and use that file to batch delete in Catalog | Update Copies | Batch Delete

#### *Label and mark items for discard*

- The items should be marked with "Discard"
  - Books: Stamp or mark "Discard" inside the front flyleaf
  - Non-Print materials: Stamp or mark "Discard" on the jacket surface.
  - Other ownership markings should be removed, including the barcode
    - If barcodes can't be removed easily, they should be defaced with a permanent marker, rendering them un-scannable.

### **Remove Discarded Library Materials from The Premises**

- Place the discarded items in small book boxes (16' L x 12" W x 12" D) and clearly label the boxes with "Library Materials for Discard".
- Have the materials moved to a dry, protected location on the first floor that is accessible by pallet jack. Boxes must be placed on pallets and should be stacked no higher than 3 ft. Pallets may be in the cafeteria or can be requested from S&D at the time you request to have the boxes picked up.
- If you do not have a space in the loading area to store the pallets, plan on moving the pallets to an area that is accessible to the pallet jack the day prior to the scheduled pick-up.
- Complete the [Discarded Library Materials and Equipment pickup request form](#) to submit your pickup request to Richard's warehouse.

**Note:** These instructions are for print and nonprint materials only. Surplus non-property-controlled equipment should be handled by sending an email to [surplus@dadeschools.net](mailto:surplus@dadeschools.net) and including how much of what and where it is located. Copy your principal on all surplus removal requests. Items that have a Property Control (PC) number must be listed on an official Outgoing Equipment form (FM-1670). This is a quadruplicate form. Once filled out, send the green, pink, and yellow pages to mail code 9181 and retain the last copy.