

SCOPE	In compliance with Texas Education Agency standard, inappropriate, worn, or obsolete library books and other materials and equipment shall be systematically removed from the collection.
CRITERIA FOR DISPOSAL	<p>Books and other library materials shall be discarded when they are:</p> <ol style="list-style-type: none">1. Worn or damaged:<ol style="list-style-type: none">a. Materials are in such a condition that they cannot be mended or rebound.b. Paper or film has become brittle or discolored with age.2. Misleading and/or factually inaccurate. The copyright date should be considered in evaluating this type of material.3. Superseded by a new edition.4. Unsuitable based on the following:<ol style="list-style-type: none">a. The material is either too difficult or too easy for the students.b. The book is unpopular or unused because students' tastes or interests have shifted.c. The library has duplicates of books once popular but no longer regularly used.
PROCEDURE	<p>The following procedures shall be used in disposing of materials:</p> <ol style="list-style-type: none">1. Materials may be made available as a donation to non-profit community organizations.2. Any materials remaining shall then be destroyed or recycled and removed from the library inventory.3. Librarians will submit a list to the Office of Federal Programs of any materials removed that were purchased with Title funding.

DONATIONS

Acceptance of gifts (books or other library materials) shall be determined by the librarian on the basis of suitability to the library's purposes and needs in accordance with the library's stated selection policy. [See CDC]

PURCHASES

Campus library materials are ordered by each school librarian and the Office of Library Media Services. Administrators, supervisors, teachers, and students are encouraged to suggest material to be added to the library collection and to share in evaluating materials being considered for purchase.

The reviewing of books and the evaluating of non-book materials are to be a team enterprise; librarians and teachers are to share their knowledge in selecting instructional media.