

INSTRUCTIONAL RESOURCES

EF
(REGULATION)

Note: For provisions regarding instructional materials care, accounting, and disposal, see CMD. For provisions regarding selection and adoption of instructional materials, see EFA.

DISPOSAL OF LIBRARY
RESOURCES

In compliance with the guidelines of the Texas State Library Association, inappropriate, worn, or obsolete library books and other resources and equipment will be systematically removed from the inventory of the library/media center.

CRITERIA FOR
DISPOSAL

Library resources, including books, may be discarded when they are:

1. Worn or damaged, as follows:
 - a. Resources 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 resource.
3. Superseded by a new edition.
4. Unsuitable based on the following:
 - a. The resource is either too difficult or too easy for the intended students.
 - b. The resource is unpopular or unused because students' tastes or interests have shifted.
 - c. The library has duplicates of resources once popular but no longer regularly used.

PROCEDURE

The following procedure will be used in disposing resources:

1. All resources to be discarded will be placed in a specific area that is easily accessible by the faculty for viewing and examining.
2. Instructions will be sent to each campus in the District designating a specific date and time when other District librarians may inspect the resources for possible use on other campuses.
3. Faculty members will be given the opportunity to inspect the resources and to select any that may be used as classroom reference resources.

INSTRUCTIONAL RESOURCES

EF
(REGULATION)

4. All usable resources will be made available as a donation to the public library or to other similar community organizations.
5. Resources still remaining will then be destroyed and removed from the library/media center inventory.

DISPOSAL OF
PERIODICALS AND
MAGAZINES

Magazines in the secondary schools that are not indexed in the Reader's Guide or other indexes may be discarded at the end of the school year. Magazines that are indexed will be kept as long as five years if space allows. Before being discarded, magazines will be clipped for pictures and articles of value for the vertical file or classroom use.

VERTICAL FILE

The vertical file will be weeded thoroughly at least once a year; however, this weeding may be a continuous process if the date of accession to the library has been indicated on the cover or inside of the item. Whenever new pamphlets or newspaper clippings are added to the file, the librarian will discard the pamphlets that are being replaced by newer and better resources. Replaced pamphlets will be so marked and may be put on a rack of resources free to students, given to interested teachers, or simply discarded.

LIBRARY DONATIONS

In accordance with the library's stated selection policy and other Board policies, acceptance of gifts (books and other library resources) will be determined by the librarian on the basis of suitability to the library's purposes and needs. [See CDC]

ELECTRONIC
RESOURCES

All electronic resources chosen for use in the classroom will be carefully previewed and evaluated by the teacher to meet identified instructional objectives for the age and grade level of the students.

The following guidelines will apply:

1. Parents will receive one-week advance notice when a teacher plans to show:
 - a. Elementary school students an electronic resource that is rated PG or higher.
 - b. Middle school students an electronic resource that is rated PG-13 or higher.
 - c. High school students an electronic resource that is rated R.
2. Such notice to parents will include a brief description of the contents of the resource and the instructional objectives to be achieved.
3. Electronic resources to be used in the classroom will be made available for review by parents in the same manner as other

INSTRUCTIONAL RESOURCES

EF
(REGULATION)

instructional resources, in accordance with state law. [See EF(LEGAL) and FNG(LEGAL)]

4. A parent will be allowed to request that his or her child be given an alternative activity with the same instructional objectives, in lieu of the student viewing the electronic resource.
5. No electronic resource having a rating of X or NC-17 will be shown to students in District schools at any time.