

**I. REMOVAL OF OUTDATED SUPPLEMENTARY INSTRUCTIONAL MATERIALS**

**A. Purpose and Method**

1. The media coordinator is responsible for overseeing the media collection development process.
2. This includes reviewing and weeding the media collection on a regular basis to ensure that the collection continues to support the established goals and objectives of the school.
3. Ongoing weeding of materials that are no longer relevant or accurate, or that are worn, damaged, or otherwise inappropriate, should be done as systematically and objectively as possible.

**B. Criteria for Removal**

1. The school shall consider the following criteria when weeding the media collection:
  - relevance to the curriculum;
  - copyright date, including consideration of whether the materials are time-sensitive (science, reference, etc.);
  - conditions of the material;
  - date last circulated;
  - enduring value (classics, rare books, etc.);
  - reading/interest level;
  - authoritative writing;
  - bias/stereotypes;
  - recommended in current selection tool and/or other review sources;
  - local interest/community needs;
  - whether digital resources have newer versions/releases or are no longer compatible with existing hardware; and
  - wear and/or damage to the material.
2. Materials that might otherwise be weeded on the basis of these criteria may be retained if they:
  - are historically significant and cannot be replaced;
  - contain unusual illustrations or illustrations done by a well-known artist; or
  - are works by a local author or illustrator.

3. Materials may be removed only for legitimate educational reasons and in accordance with the above criteria. No material may be removed simply because the school dislikes the ideas contained in the material or seeks by removing the material to prescribe what will be acceptable or approved in politics, nationalism, religion, or other matters of opinion.

**C. Replacement**

1. As the budget permits, the school shall replace lost, damaged, and worn materials still of educational value.
2. The replacement of other materials removed pursuant to the criteria above must be in accordance with policy 3200, Selection of Instructional Materials.
3. The school may develop additional procedures for the removal and replacement processes. All procedures must be approved by the principal.

**II. ACCEPTANCE OF GIFT MATERIALS**

**A. Gifts Worth \$100 or Less**

1. The teacher shall decide whether to accept supplementary instructional materials worth \$100 or less offered as a gift to the classroom. Principals may establish additional rules concerning what materials teachers may accept.
2. The principal shall decide whether to accept supplementary instructional materials worth \$100 or less offered as a gift to the school.
3. The superintendent or a designee will decide whether to accept supplementary instructional materials worth \$100 or less offered as a gift to the school system.

**B. Gifts Worth More than \$100**

1. Gifts Offered to a School or a Unit within the School
  - a. Supplementary instructional materials worth greater than \$100 offered as a gift to a school or to a unit within that school (classroom, program, grade, etc.) must be referred to the principal.
  - b. The principal shall forward the material or a description of the materials to the school leadership team.
  - c. The school leadership team shall review the proposed material in

accordance with the criteria established in policy 3200, Selection of Instructional Materials, and recommend to the principal whether to accept the gift.

- d. If the proposed gift is of nominal value, the principal shall consider the recommendation of the school leadership team and make a final decision whether to accept the gift. For purposes of this regulation, a gift of nominal value is a gift valued at \$100 or less per individual item or collection of items from a single source in a single school year.
- e. If the proposed gift is of more than nominal value, the principal shall forward the school leadership team's recommendation to the superintendent or a designee. The superintendent or a designee or the board will decide whether to accept the gift pursuant to policy 8220, Gifts and Bequests.

2. Gifts Offered to the School System

The superintendent or a designee or the board will decide whether to accept supplementary instructional materials worth greater than \$100 offered as a gift to the school system pursuant to policy 8220, Gifts and Bequests.

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Reviewed:

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