
SCHOOL DISTRICT NO. 36 (SURREY)

No. 8800.5

REGULATION: REUSE & DISPOSAL OF LEARNING RESOURCES

The school district has need to dispose of learning and library materials when these resources are damaged, redundant or are no longer of instructional value.

On an annual basis redundant or damaged learning resources will be made available to schools at a central location and then to community not-for-profit groups. Costs associated with the disposal of learning resources will be funded by the school district.

The Director of Instruction responsible for learning resources will decide the final disposition of the learning resources. The Manager of Service Operations will arrange for the disposal.

1. **PROCESSES FOR RE-USE AND DISPOSAL OF LEARNING RESOURCES:**

1.1 **Weeding/Retention**

Learning resource collections should be regularly weeded in order to maintain the value and relevancy of materials, and to ensure that space and equipment are used effectively and efficiently. Procedures for the weeding of learning resources shall follow generally accepted practices as outlined in the BC Ministry of Education's Guide 'Evaluating, Selecting, and managing Learning Resources (Rev. 2002)'. Weeding/Retention is the responsibility of the principal, vice-principal, teacher-librarian and/or designates. Criteria include but are not limited to the following:

- Is the resource relevant to the instructional programs (grade level, IRP match) and easy to access? Has the title been withdrawn by the BC Ministry of Education?
- Is the information still current? Is there a newer edition available?
- Is the material free of condescension, stereotyping, patronization or bias?
- Is the item still in good physical condition?
- Has the item circulated in the past two or three years?
- Are more suitable media formats available?
- Is there a copyright violation (e.g., expired public performance rights on videos, illegal photocopies, pirated software)?

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- Should the item be retained as it provides a good historical example of bias, stereotyping, racism, etc.?
- Should the item be retained as archival material and identified accordingly?
- Should the item be retained as it is locally developed material with historical significance?

Learning resources are the property of the School District and may not be sold or exchanged without the prior approval of the school principal/vice-principal and Director of Instruction responsible for Learning Resources. All recoveries should be remitted to Learning Resources via Regulation 8800.4 (#2).

1.2. Re-use

Following the weeding of learning resources, withdrawn materials may be made available to Surrey schools provided it is economically feasible and does not violate copyright laws.

The Director of Instruction responsible for learning resources will facilitate opportunities for school exchanges of learning resources. Any remaining materials will be made available to not-for-profit groups provided there is no cost to the district. Priority will be given to local organizations.

1.3 Disposal

Those learning resources that cannot be re-used by Surrey schools or not-for-profit groups shall be disposed of following cost efficient and environmentally responsible procedures developed by the Manager of Service Operations and the Director of Instruction.

Adopted: 2007-06-28
