

REGULATION #8800.5

REUSE & DISPOSAL OF LEARNING RESOURCES

School District No. 36 (Surrey) has need to dispose of learning and library materials when these resources are damaged, redundant or are no longer of instructional value. Learning resources are defined as information represented, accessible or stored in a variety of media and formats. This includes, but is not limited to, print and non-print materials, video, audio and other materials as defined in [Regulation #8800.1 – Learning Resources: Definition and Selection](#).

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 disposal.

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

1.1. Weeding/Retention

Learning resource collections should be regularly weeded that they maintain the value and relevancy of materials, and to ensure 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 Has the title been withdrawn by the BC Ministry of Education?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, and pirated software)?
- Should the item be retained as it provides a good historical example of bias, stereotyping, racism, etc.?

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- 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. Learning resources must only be sold using a district preferred reseller. All recoveries should be remitted to Learning Resources as per [Regulation #8800.4 – Care of Learning Resources](#).

1.2. Redundant and Damaged Resources

These should be boxed and sent for disposal on a regular basis.

1.3. Re-use

Materials not required by a school, but still relevant to others, may be made available to Surrey teachers, students, other schools and not-for-profit groups provided it is economically feasible and does not violate copyright laws. Resources made available are offered on the condition that they are not for re-sale by any receiving group. Priority will be given to local organizations.

1.4. Sell

Learning resources that cannot be reused by Surrey schools may be offered for sale using district preferred resellers. Disposal

Learning resources that cannot be re-used by Surrey schools or not-for-profit groups; or be sold through an approved reseller shall be disposed of following cost effective and environmentally responsible procedures.

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