

**WEST LINN-WILSONVILLE SCHOOL DISTRICT  
SCHOOL BOARD POLICY**

Current File Code: DNA  
Date Policy Reviewed and Re-Adopted: 12-04-06

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**DISPOSAL OF OUTDATED INSTRUCTIONAL MATERIALS**

All materials should be examined at least once a year to identify those which need to be discarded. Textbooks will be kept for one (1) additional adoption period (12 years total) and discarded at the end of that time under the direction of the building principal.

Instructional materials having the following characteristics should be permanently discarded:

1. Poor physical condition (yellow pages, brittle, scratched, torn or otherwise marred for use;
2. Outdated format (fine print, unattractive visuals);
3. Obsolete and/or inaccurate material;
4. Inappropriate treatment of the subject when considered in relation to the needs of the users;
5. Mediocre or poor quality presentation of content (consider literacy, audio and visual qualities).

Materials which are to be discarded should be:

1. Stamped "DISCARD" on the inside cover and/or other obvious places. Each building teacher librarian has been furnished with a stamp which is to be used for this purpose.
2. Discarded materials should be sent to the District Library Office the week following summer dismissal.
3. They may be given to organizations interested in acquiring these materials for educational use. There shall be no cost to the district with organizations being required to pick up these materials and transport them at their own expense. Instructional materials include all types of book and audio-visual materials, *i.e.*, library books, textbooks, filmstrips, recordings, transparencies, etc.

END OF POLICY