

Mr. Anthony Dicolgero  
Director of Finance  
Town of Belmont

March 19, 2014

Dear Mr. Dicolgero,

Please find below the criteria used at Chenery to discard materials from the Library collection. Directors and teachers have come through and taken any materials they desire for their classroom collections. All of the items deleted have no resale value due to their age and condition. Video (VHS) materials have been transferred over to DVD format or been replaced by live streaming capability. Discarded materials will be donated to the non-profit, job training initiative called More Than Words. They offer the important benefit of free pick up.

Materials are weeded from the Chenery Library collection for one or more of the following reasons:

- The item is little used and is unlikely to be used in the future, or may be better used in another collection or library;
- The information contained in the item is obsolete, is no longer useful for today's needs, or has been superseded by a new edition or by other material which provides better subject coverage;
- The item was of an ephemeral nature when purchased;
- The availability of other copies;
- The item is worn, soiled, damaged or in poor physical condition;
- Other specific weeding criteria appropriate to the format of the item as outlined in the Collection Management Guideline provided by Massachusetts School Library Association;
- The item has been replaced by an electronic resource available for school-wide access, from within the school library and/or remotely from home.

Enclosed is the list of discarded materials, as requested.

Thank you for your kind assistance.

Sincerely,

*Karen Duff, Library Teacher*  
*WL Chenery Middle School*  
*Belmont, MA 02478*  
*[kduff@belmont.k12.ma.us](mailto:kduff@belmont.k12.ma.us)*  
*617.993.5803*

Notes regarding MS library disposal request:

1. Total items weeded from the collection is 1,873, which represents approximately 7% of the 27,000 item collection.
2. This large number is the result of a multi-year project. Regular weeding will be done going forward, with a much smaller number of items to be disposed of annually.