

## Library Book Disposal

1. Items to dispose - old library books that are listed on the previously sent PDF + others that will be weeded from the collection over the next month for the reasons below
2. Books are being disposed of for any one or combination of the following three reasons
  - a. They are damaged: yellowed, torn, the binding is falling apart beyond repair, etc. (not usable for school purposes)
  - b. They are outdated/irrelevant to the BHS Community and curriculum (not usable for school purposes)
  - c. They are duplicates of titles we already have in the library, and do not need multiples of (possibly usable for school purposes)
3. What the expected disposition is and why;
  - a. All books will first be offered to faculty/staff at BHS, as they are not age appropriate for the other schools
  - b. Damaged books/outdated books, if not taken, will be recycled
  - c. Non-Damaged/non-outdated books, if not taken, will be donated to More than Words (if this is not an acceptable, please let me know)
4. Item replacement/updating the collection has been an ongoing process as new books are added to the library yearly from the library budget.