

## DISCARDING/SURPLUSING BOOKS

1. After the Area Media Specialist has weeded books, delete the books from your library collection. To discard books, A-V software or videos, filmstrips, kits, records follow these steps:

- Cataloging
- Password: modtitle
- Edit
- Delete Copies via Scanner
- Scan each item into the list
- Check box: Delete copies with transactions
- Delete

2. Stamp the item with the discard stamp. Check with school secretary if your media center does not have a discard stamp.

3. Mark through the barcode with a black magic marker. Then mark out school's name.

4. Put designated discarded items out for teachers to use in their classrooms except for videos.

5. After teachers have had a chance to take the items, box the remaining items and include the Library Media – Discarded form, making sure that your Principal and your Area Media Specialist have both signed the form.