



## **POLICY**

The Windsor-Essex Catholic School Board shall maintain an updated and balanced collection of educational resources (such as books, videos, software and professional journals) in its schools and Teachers' Resource Centres. This shall be accomplished through a weeding or de-selection process as detailed in this policy.

## **REGULATIONS**

Education Act, Section 170,(1), (13); Regulation 298 s.7

## **PROCEDURES**

1. All sites shall be required to complete the weeding of the educational resources that are located in their library resource centre Learning Commons premises by the end of the school year.
2. The Principal of the school shall give proper direction to the appropriate staff in order to ensure that the task is completed by the end of the school year.
3. Weeding of the educational resources, excluding textbooks, will be done according to the "Guidelines for the Deselection of Educational Resources", attached as Appendix A.
4. Textbooks which are no longer approved by the MET for use with the current curriculum need to be properly disposed of following the same disposal procedures as all other educational resources according to the guidelines.
5. All items to be discarded should be clearly stamped WITHDRAWN over each occurrence of the school stamp and boxed for removal from the school.
6. Withdrawn books should not be placed in the classrooms for use by students. Deselection criteria apply to all resources, no matter what their location in the school.
7. Care should be taken if materials are to be disposed of in refuse or recycle containers. Check with custodial staff if in doubt as to how this should be handled.
8. Guidelines and supporting materials outlining procedures for deselection and disposal shall be available in each school and the Teachers' Resource Centres.

Approved by the Board: November 9, 1999

Reviewed by the Board: June 2005

Related Policy:

Related Board Committees:

Policy Review Date: 2010