

OFFICE OF LIBRARY MEDIA SERVICES (OLMS)

Dispersal/disposal of Library Media Center Equipment, Furniture, Print and Non-print Materials
in the case of School Closing/Consolidation

(In the case of a library closing, the Office of Library Media Services coordinates inventory of library equipment, furniture, print and non-print materials. Equipment, furniture, print, and non-print materials are specialized for use in the library media center. They should, if condition allows, be used as needed in other library media centers.)

Action	When	Person(s) Responsible	Reason for Action
Notify all instructional content supervisors when BOE approves school closure(s)	Immediately after BOE vote to close school(s)	Executive Director, Curriculum & Instruction	Content supervisors must work with multiple offices in the county to pack, dispose of, and move materials to follow student placement in new location(s)
Provide data for pupil dispersal	Immediately after BOE vote to close school(s) or no later than May 1	Director, Pupil Accounting and School Boundaries	Library Media Services staff need to calculate percentage of students going to each school so library equipment, furniture, print and non-print materials are dispersed equitably
Schedule Inventory and Weeding of library equipment, furniture, print and non-print materials at closing school; determine last day of library service to students	Upon Notification by Executive Director	OLMS Staff	Only current materials and furniture/equipment in good repair will transfer with students to new schools
Contact Warehouse staff to coordinate for boxes to be sent	After weeding and inventory has been	OLMS Staff	We always follow-up with the Warehouse staff independent of the order put in by the principal.

to the library in affected school.	completed		Historically we have found the number of boxes needed for packing the media center materials is significantly underestimated.
Contact Warehouse staff to coordinate removal/recycling of weeded materials	After weeding and inventory has been completed	OLMS Staff	These materials must be taken to a recycling site and should not be moved to the new location(s)
Coordinate packing/pickup of print and non-print materials	After weeding and inventory has been completed or no later than June 1	OLMS Staff Library Media Specialist Volunteers Warehouse staff	This step will include the school library media specialist and as many staff from the Office of Library Media Services as are available. The school's library media specialist may also have to find volunteers to assist with this project. OLMS staff will provide system for labeling and packing. Delivery to new school coordinated through Warehouse and principal.
Reshelve materials at new location	When notification is received from Warehouse staff that materials are at new location or no later than June 30	OLMS Staff Library Media Specialist Volunteers Warehouse staff	This step will include the school library media specialist and as many staff from the Office of Library Media Services as are available. The school's library media specialist may also have to find volunteers to assist with this project.
<p>Related Administrative Procedures/Board Policies: 2570 - <i>Closing of School Buildings</i> (4/29/10 last revision) 3260 - <i>Property Disposal</i> (4/1/2012) 7100 - <i>Capital Improvement Program - New Construction</i> (7/1/2004) 7110 - <i>The Facilities Advisory Committee</i> (10/1/2015)</p>			