The following procedures should be followed when discarding textbooks and supplementary materials:

1. Teachers should contact the department chair by email for permission to remove textbooks and supplementary materials.
2. The department chair will contact the District Coordinator by email for permission to remove textbooks and supplementary materials.
3. After approval, teachers should take a picture of the cover and title page of the materials and send it to the Media Specialist along with number of copies to be withdrawn.
4. The Media Specialist will contact the book buyer to see if the textbooks and supplementary materials have any value.
5. If the materials are determined to have no value, they will be removed from inventory.
6. Materials can then be marked *withdrawn* and distributed to classrooms for use.
7. If materials are no longer needed, teachers can recycle materials by removing the book covers. Book covers will be discarded in the trash and the pages of the textbooks and supplementary materials will then be placed in the recycle bin.