January 25, 2019

To Whom It May Concern,

RE: Disposal of Library Materials

The disposal of library books follows different guidelines than textbooks. Library books may be disposed of in several ways, the most common method being through the trash or recycling.

Library Services Guidelines recommends these types of books be removed from library collections on an annual basis to encourage independent reading, critical thinking, and knowledge of multiple viewpoints:

- Dated or those with misinformation
- In poor condition (i.e., torn, damaged, yellowed pages, etc.)
- Multiple copies of books that have low readership (classroom sets of materials do not belong in the library and should be stored elsewhere)
- Inappropriate materials (i.e., poor writing, an inappropriate interest or reading level for students).

Fiction books that are in good condition or multiple copies of books that are still relevant may be placed into classroom collections or given to students to take home.

If the library collection is automated, all books that are discarded need to be removed from the library catalog.

If a book is being removed from the library collection due to misinformation, it should be discarded through the trash or recycled. We do not want our misinformation to become someone else’s.

Please work with your custodial staff to create a plan to dispose of any and all discarded library books. If you need assistance or guidance, please contact the appropriate coordinator from the office of library services:

- Bronx – Leanne Ellis – lellis3@schools.nyc.gov
- Brooklyn (Districts 13, 14, 15, 16, 17, 19, 23, 32) – Debbie Randorf – drandorf@schools.nyc.gov
- Brooklyn (Districts 18, 20, 21, 22) and Staten Island – Patricia Saries - psaries@schools.nyc.gov
- Manhattan – Lynne Kresta Smith – lsmith9@schools.nyc.gov
- Queens – Michael Dodes – mdodes2@schools.nyc.gov

Sincerely,

Melissa Jacobs
Director of Library Services
New York City Department of Education