CNG Book & Material Retirement & Donation Protocol
Approved by Administrative Council on January 20, 2016

CNG is committed to supporting the curriculum, research, and support material needs of the students, faculty, and staff. Materials in the classroom shelves, locked bookcases, and other storage areas should be used and directly support learning. Research and curriculum changes make portions of some materials obsolete and unnecessary. Other times, we find some texts and resources are used frequently and need to be replaced. Ongoing evaluations of the collection and removal of materials no longer useful are essential to maintaining the purpose and quality of our program. Therefore, we are asking all faculty and staff (K4-12, Athletics & Co-curricular, Learning Center, etc.) to take time in the next few weeks (January 19 - February 10) to review ALL materials in the classroom(s) where he/she works. Please note that Alonso can provide a spreadsheet of the materials that were provided each classroom’s inventory in June of last year.

As an important part of school policy for meeting multiple Colombian fiscal requirements (including tax law as well as accounting and reporting obligations), all educational materials, supplies, and equipment in the school must be inventoried and, when deemed no longer useful or needed, these materials must be officially removed from the school’s inventory. This important process will ensure that ALL books, textbooks, educational materials, and equipment that have barcodes on them will undergo a mandatory process to have the barcode scanned, the data removed from our electronic and accounting system, and the item donated, sold, or destroyed.

Weeding and Removal of No Longer Useful Books and Materials - Weeding is inherently a subjective process and is needed to ensure usefulness of the material, good condition of items being used, the appropriate number of additional copies of a book or material, and addressing relevance to the curriculum and/or research needs. If materials or books haven't been used in the past FIVE years, they most likely need to be removed. For materials which fall into this category, there are the following possibilities:

1. **Material donated to another subject, classroom, teacher.** (For example: a text may be more appropriate for reading at another grade level, a book may be inappropriately stored in a science classroom which would be better utilized by a math teacher, etc.) In these cases, please place a post it note on the material to go to another classroom indicating who or where. Department Heads/Team Leaders will review these and, if approved, help get the material moved according to the below process.

2. **Material no longer of use by anyone at CNG.** (For example: a book or set of books that hasn’t been used in more than five years; textbook sets from prior adoptions; sample texts and materials that are no longer needed or used; etc.) In these cases, please place these materials in a box with a post it note indicating these materials are for DONATION. Department Heads/Team Leaders will review these and, if approved, help get the material moved according to the process outlined below.
3. **Damaged or missing materials and books that need to be replaced.** (For example: a book which has been overused and needs to be replaced with new titles; an inadequate supply of a textbook used in the classroom; etc.) In these cases, please place these materials in a box with a post it note indicating these materials are DAMAGED and for POTENTIAL DONATION. Please make a note of the text to be reordered and include in book and materials orders. Department Heads/Team Leaders will review these materials and, if approved, help get the material moved or recycled according to the below process.

4. **Other** - any other issue not listed above should be addressed by the Department Head/Team Leader or Building Administrator.

As all materials in the school have been inventoried, a part of our process will be to ensure that ANY books and materials that have a barcode on them and will undergo a process to have the barcode scanned, the data removed from our electronic system, and the item donated or destroyed. Once a Department Head/Team Leader/Building Leader has indicated approval of the decision to remove an item or items from use or circulation, assigned personnel with the responsibility to scan the barcode will be informed and arrange to scan the material to remove it from the inventory system at CNG. Afterward, arrangements will be made for the collection of the item(s) for ultimate donation, sale, or destruction as determined by school policy and the administration.

**Department Heads and Team Leaders will use their best judgment for materials in points 1 and 2 above.** Any doubts should be cleared by the administrator in charge of the building/subject.

1. Once approved for point 1, the Department Head/Team Leader will give the resource to the indicated teacher, classroom, subject and ensure it will be useful/used by them. Information on the barcode will be provided for inventory as to where the item was moved to.
2. Once approved for point 2 and documented for inventory purposes, donation boxes will be collected by general services and sent to a central location to be donated appropriately.
3. Once approved for point 3 and documented for inventory purposes, trash book/materials will be collected by general services and sent to a central location to be recycled.