

Library Surplus

Surplus Library Books

- Delete books from the library catalog (Catalog Tab, Update Copies link)
- Remove or scribble out all markings showing that the book belongs to the school (stamped, bar code, etc.)
- Write or stamp "Deleted" on inside cover of each book
- Box surplus books and label each box with school name, grade level, number of books. Also, number the boxes you are sending together.
- Fill out the Library Media Discarded Books form found on the [district purchasing form page](#)—you and the principal must sign the form.
- Make 3 copies
 - Keep one copy for your records
 - Place one copy with the surplussed items
 - Send one copy to person over library book purchasing in Purchasing (2018-Darci Nash)
 - Email the Canyons warehouse to have them come and pick up the books (2016--Kari Johnson kari.johnson@canyonsdistrict.org)
- Example of surplus library books label

_____ SCHOOL
GRADES _____

BOX # _____

of ITEMS _____

DELETED LIBRARY BOOKS

_____ SCHOOL
GRADES _____

BOX # _____

of ITEMS _____

DELETED LIBRARY BOOKS

_____ SCHOOL
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DELETED LIBRARY BOOKS