

## **Disposition of Library Materials from Holbrook Elementary and Glenbrook Middle Schools**

The closure of Holbrook Elementary and Glenbrook Middle in 2011 left the book and other Library material collections in the libraries in need of disposition.

In the months following the closure of the two schools, Librarians across the district were given multiple opportunities to visit the two sites and select materials to enhance the library collections at other schools in the district. Three of these events were arranged; one immediately after the close of school in 2011 and two additional dates this school year.

After librarians had first pick at the collections, two dates were arranged to allow teachers across the district to visit the libraries and pick materials to add to their “classroom libraries”. Notices were sent to all schools announcing these events.

District staff oversaw each of these events to assure proper accounting of the materials selected, and that materials going to libraries were properly transferred and added to the collections at individual sites. Materials at the two schools were marked, boxed up and delivered to the receiving sites by warehouse personnel.

At the time of their closure, Holbrook Elementary had 13,239 books in their collection and Glenbrook Middle had 8,384 books in theirs. As a result of the above efforts 12,009 books, or 90.71% of Holbrook’s collection, and 5,313 books, or 63.37% of Glenbrook’s collection have been transferred to other libraries or district staff for use at their sites. The district has gone “the extra mile” in exercising due diligence to assure the library catalogs at these two sites were not wasted, and that other schools were given adequate opportunity to make use of these resources.

Currently, Holbrook Elementary still has 1,230 books on-site, with a calculated purchase value of \$13,821. Glenbrook Middle has 3,071 books on-site, with a calculated purchase value of \$47,712.

It is recommended the remaining materials from the two libraries be written off, and donated to other worthwhile organizations and programs in the area, such as “Books for Barrios”, “Families First” and similar organizations. At Glenbrook Middle, the Seneca Center Program has expressed interest in the collection there so that they might have a library available for their students. We recommend this request be granted.

Tables follow detailing the transfers of books from the Holbrook and Glenbrook libraries.

<b>HOLBROOK LIBRARY COLLECTION SUMMARY OF TRANSFERS AND REMAINING BOOKS</b>	
<b>Copy Category</b>	<b>Copies</b>
Transferred to District Teachers for Class Libraries	1,543
Transferred to Teachers from Holbrook for Class Libraries	1,817
Transfers to El Dorado Middle	16
Transfers to El Monte El.	1,012
Transfers to Hidden Valley El.	49
Transfers to Meadow Homes El.	173
Transfers to Mountain View El.	332
Transfers to Mt. Diablo El.	69
Transfers to Northgate HS	14
Transfers to Oak Grove Middle	109
Transfers to Pleasant Hill El.	56
Transfers to Rio Vista El.	646
Transfers to Sequoia El.	198
Transfers to Sequoia Middle	24
Transfers to Shore Acres El.	45
Transfers to Silverwood El.	115
Transfers to Sun Terrace El.	1,898
Transfers to Sunrise El.	213
Transfers to Walnut Acres El.	79
Transfers to Westwood El.	72
Transfers to Woodside El.	29
Transfers to Wren Avenue El.	3,305
Transfers to Ygnacio Valley El.	195
<b>TOTAL BOOKS IN HOLBROOK COLLECTION AT TIME OF SCHOOL CLOSURE =</b>	
	13,239
<b>BOOKS TRANSFERRED TO OTHER DISTRICT SITES OR PERSONNEL =</b>	
	12,009
<b>PERCENTAGE OF LIBRARY COLLECTION TRANSFERRED TO OTHER SITES =</b>	
	90.71%
<b>HOLBROOK - BOOKS REMAINING IN LIBRARY COLLECTION TO WRITE OFF =</b>	
	1,230
<b>CALCULATED PURCHASE COST - BOOKS</b>	
	\$13,821.73

<b>GLENBROOK LIBRARY COLLECTION SUMMARY OF TRANSFERS AND REMAINING BOOKS</b>	
<b>Copy Category</b>	<b>Copies</b>
Transferred to District Teachers for Class Libraries	959
Transfers to Bel Air Elem	153
Transfers to Diablo View Middle	231
Transfers to El Dorado Middle	1,937
Transfers to Mt. Diablo HS	41
Transfers to Oak Grove Middle	1,446
Transfers to Olympic HS	30
Transfers to Pine Hollow Middle	90
Transfers to Pleasant Hill Middle	72
Transfers to Riverview Middle	60
Transfers to Sequoia Middle	227
Transfers to Valley View Middle	67
TOTAL BOOKS IN GLENBROOK COLLECTION AT TIME OF SCHOOL CLOSURE =	8,384
BOOKS TRANSFERRED TO OTHER DISTRICT SITES OR PERSONNEL =	5,313
PERCENTAGE OF LIBRARY COLLECTION TRANSFERRED TO OTHER SITES =	63.37%
GLENBROOK - BOOKS REMAINING IN LIBRARY COLLECTION TO WRITE OFF =	3,071
Calculated Purchase Cost - Books	\$ 47,711.66