

Wes-Kaas Onderwysdepartement
Western Cape Education Department
iSebe leMfundo leNtshona Koloni

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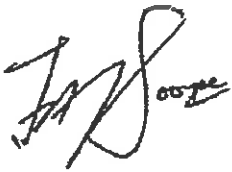
<p>TO ALL:</p> <p>PRINCIPALS OF SCHOOLS, RECTORS, OF TEACHER-TRAINING COLLEGES, AREA AND CIRCUIT MANAGERS AND REGIONAL DIRECTORS</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Kantoor van die Office of the i-Ofisiyal ye</td> <td style="width: 40%;">Head of Education</td> </tr> <tr> <td>Privaatsak Private Bag</td> <td>9114</td> </tr> <tr> <td>Dorp/Stad Town/City iDolophi/iStreke</td> <td>CAPE TOWN</td> </tr> <tr> <td>Poskode/Postal Code iKhodi lePost</td> <td>8000</td> </tr> <tr> <td></td> <td style="text-align: right;">Faks Fax</td> </tr> <tr> <td></td> <td style="text-align: right;">419-5967</td> </tr> <tr> <td>Datum/Date Umhla</td> <td style="text-align: right;">29 JULY 1997</td> </tr> </table>	Kantoor van die Office of the i-Ofisiyal ye	Head of Education	Privaatsak Private Bag	9114	Dorp/Stad Town/City iDolophi/iStreke	CAPE TOWN	Poskode/Postal Code iKhodi lePost	8000		Faks Fax		419-5967	Datum/Date Umhla	29 JULY 1997
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CIRCULAR 0053/97

AMENDED PROCEDURE FOR DISPOSING OF LIBRARY AND RESOURCE-CENTRE BOOKS

1. The amalgamation of the former education departments has necessitated a uniform procedure for stocktaking and disposing of library and resource-centre books.
2. The following procedure for stocktaking and disposing of books is hereby prescribed.
 - 2.1 The Principal or Rector must annually appoint a Board of Survey and Disposal, consisting of at least three competent staff-members, one of whom is to chair it. The members of the Board must be notified in writing of their appointment.
 - 2.2 The person in charge of the library or resource centre (who may not be on the Board) must submit all available records or copies thereof to the Board so that its members can do the official survey and comparisons.
 - 2.3 If books are missing, they must be listed on form VR-V 56 and written statements obtained from the borrowers concerned. The findings and recommendations of the Board regarding these books must then be noted.
 - 2.4 Worn, damaged, outdated and otherwise useless books must be listed on form VA-27 together with the Board's recommendations about them.

- 2.5 The Board must submit the completed report (including forms VR-V 56 and VA-27) via the Principal or Rector to the Subject Adviser: Information Skills or Adviser: School Libraries for his or her perusal and signature. (Phone [021] 483-5266 for details).
- 2.6 The above-mentioned Adviser must submit the signed report to the Head: EDULIS (Education Library and Information Services), who must register it and then submit it to Provisioning Administration at Head Office for approval.
- 2.7 After approving the report, Provisioning Administration must issue an authorising number for writing off the worn, damaged, outdated and otherwise useless books, as well as further instructions about whatever books have been found missing. The final report must be returned to the Head: EDULIS for checking and then sending to the school or college concerned.
- 2.8 When the school or college has received official permission to write off books, the following must be done:
- Those titles (i.e. of books to be written off) that are in the accessions register must be written into the withdrawal register.
 - The words "Written off" and the date of the official permission to write the books off must be entered, in red ink, in the Remarks column of the accessions register.
 - All catalogue cards made for the books must be withdrawn. Where necessary, the accession numbers concerned must be adjusted.
 - The books must be disposed of as soon as possible so that they do not accidentally get back into the library or resource centre.
3. The Western Cape Education Department relies on and appreciates your co-operation in this matter.



PP HEAD: EDUCATION