

DISPOSAL OF OBSOLETE TEXTBOOKS

The Board's policy requiring the review of each segment of the curriculum every five (5) years often includes the adoption of new textbooks and results in a supply of books which are no longer the primary instructional tool in our classrooms. Before these obsolete textbooks are disposed of, they should be made available for other appropriate educational uses.

When a new textbook has been adopted by the Board and has been supplied to the schools, the following order of procedures shall be observed in disposing of old books.

1. An inventory of obsolete textbooks and their condition must be sent to the Assistant Superintendent.
2. Classroom sets may be retained in the building for use as supplemental or resource materials.
3. Obsolete books must be offered to students and the public for sale. Pricing will be determined by the Assistant Superintendent.
4. A work order sending the books to the warehouse must be counter signed by the Assistant Superintendent before being sent.
5. The books will be offered for sale to book companies or other school districts.
6. Any books still remaining may be donated to appropriate parties, e.g., higher education curriculum libraries, prisons, schools in depressed areas.
7. Any books not disposed of in the above manner shall be sold as scrap paper or sent to the local landfill.