

Title: Disposal of Textbooks in Public Schools

Effective Date: 4/10/18

References: R277-433; 53A-12-207

Purpose

To provide a standard procedure for the identification and disposal of obsolete or discarded textbooks and instructional materials.

Definitions

1. Textbook means:
 - a. any printed book that is required for participation in a course of instruction;
 - b. printed texts approved for pilot or trial use by the State Instructional Materials Commission;
 - c. books used in classes for which textbooks are generally not adopted at the state level.

Policy:

1. All property purchased through School-approved budgets, school funds, or donations remain the exclusive property of IEA. As such, these items shall not be resold by any employee without the permission of the Director or designee.
2. The objective is to obtain maximum utilization or recovery of cash when assets are no longer required for their original purpose.
3. The disposal method chosen should be the one which results in the best overall benefit to the School.

Identification of Obsolete Textbooks

1. Outdated books are identified by the copyright year and are determined by current curriculum framework standards.
2. Not on approved and/or department inventory lists
3. Poor physical shape, as defined by quality and condition of covers, pages, binding, print
4. Poor format, including small print, poor quality pictures, poor content
5. Poor content, including inaccurate information, inappropriate for the specific grade level, or change in school curricula and/or age group served

Procedure for Disposal of Obsolete Textbooks

1. All textbooks and other assets are the sole property of Ignite Entrepreneurship Academy.
2. IEA Administration and staff are not permitted to dispose of school property, except as authorized in accordance with this procedure.
3. The Curriculum Director should keep a written record with inventory and a complete written description of any textbooks considered obsolete.

4. The method of disposal used on particular textbooks or other assets should result in the best overall benefit to IEA.
5. Methods of disposal must be approved by the Director and/or Curriculum Director and will be done consistent with state and city ordinance.
6. The approved methods of disposal include, but are not limited to, the following: donate to a non-profit organization or relief fund at no cost to the School; return to the supplier for trade-in or credit; sell by public quotation to the highest bidder; sell by co-operative public auction with other public agencies; sell to a used book dealer through RFP; recycle.

Date originally approved: 4/10/18