

P6023 ACCOUNTING FOR AND DISPOSAL OF TEXTBOOKS, SUPPLEMENTAL BOOKS, AND LIBRARY BOOKS

BOARD POLICY:

The accounting for all-current textbook adoptions and supplemental books shall be the responsibility of instructional site principals and the Supervisor of Library Media and Textbook Services. The accounting for all library books shall be the responsibility of the site principal and site library media specialist according to the guidelines established by the Supervisor of Library Media and Textbook Services.

The disposal of all textbooks no longer under Board of Education adoption and supplemental books no longer usable shall be the responsibility of the instructional site principal and the Supervisor of Library Media and Textbook Services. The disposal of all library books no longer usable shall be the responsibility of the site principal and site library media specialist in accordance with guidelines established by the Supervisor of Library Media and Textbook Services.

Administrative Implemental Procedures:

1. Accounting of Textbooks:
 - a. All current textbook adoptions shall be inventoried on the Financial Inventory System. Each instructional site will receive an updated report of its rental textbook inventory once a year.
 - b. Each instructional site shall maintain a rental textbook inventory of no more than total subject enrollment plus two percent or five books, whichever is larger.
2. Disposal of Books:
 - a. When rental textbooks are out of adoption and supplemental and library books are no longer usable, disposition shall be made as listed below, in sequential order:
 - 1) Instructional sites shall offer individual copies of books to be disposed of to students at 25 cents per copy. Monies received from the sale of textbooks and supplemental books shall be deposited in the building Activity Fund.
 - 2) Obsolete textbooks and workbooks shall be stacked, unboxed, near the dock entrance.
 - 3) Written bids or proposals shall be solicited from book companies. The used textbooks will be sold to the company awarded the bid or contract and that company will also be responsible for disposing of supplemental and library books.
 - b. When library books are no longer usable, disposal shall be made according to procedures established by Library Media and Textbook Services and the Supply Department.

Administrative Responsibility: Learning Services

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