

ADMINISTRATIVE REGULATION

APPROVED:

REVISED:

108-AR-3. DISPOSAL OF TEXTBOOKS

The designated administrator will dispose of unused textbooks in the following priority order:

1. Placement in school library for use as a supplemental resource, **unless the textbook is determined to be obsolete.**
2. Placement in classrooms for use as a supplemental resource, **unless the textbook is determined to be obsolete.**
3. Sold to commercial used book purchasers by quotation.
4. Sold to private schools by quotation.
5. Donated to charitable organizations.
6. Distributed to students for use at home.
7. Discarded.

The district shall dispose of textbooks acquired with federal funds in accordance with applicable federal regulations, Board policy, and administrative regulations.