

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. Surplus, obsolete, or otherwise serviceable-but-unusable library books and textbooks may be disposed of on terms consistent with the best interests of the school district and its students. Methods of disposal may include, without limitation, sale of books to students, families, and staff, or disposal under contract with third-party resellers.

Administrative Responsibility: Learning Services

Latest Revision Date: July 2026

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