

PLYMOUTH PUBLIC SCHOOLS
DISPOSAL OF BOOKS AND INSTRUCTIONAL MATERIALS

In order that each principal may better understand the procedure for the disposal of old or out-dated books and instructional materials, the following general policy has been adopted:

- 1.0 “Discard” books and instructional materials are those which are:
 - 1.1 Beyond repair
 - 1.2 Content outdated or the specific edition is no longer in print
 - 1.3 Those which have been replaced by adopted texts

- 2.0 Procedure to be followed for discard:
 - 2.1 All books and instructional materials to be stamped DISCARD must have the approval of the building principal and the program manager.
 - 2.2 Where possible, every effort will be made to contact a used book distributor for purchase with any proceeds to be returned to the General Fund.
 - 2.3 Donate to worthy civic, charitable, or needy educational organizations with School Committee permission.
 - 2.4 Distribute at no charge to interested students.
 - 2.5 All remaining discard books or materials will be shredded or brought to the local landfill for disposal under supervision of the head custodian of the involved building.

- 3.0 All program managers will submit a report to the School Committee indicating the intention to discard books and instructional materials in quantities equivalent to classroom sets or larger. Discard books and materials of lesser quantities need not be reported to the School Committee.

Information:	<u>05 Jan 1987</u>	Local	<u>Review:</u>	Information:	<u>Sept. 20, 2010</u>	<u>Review:</u>	Information:	<u>February 7, 2011</u>
Discussion:	<u>24 Feb 1987</u>	Joint	Discussion:	<u>Sept.20, 2010</u>	Discussion:	<u>February 7, 2011</u>	Discussion:	<u>February 7, 2011</u>
Approval:	<u>24 Feb 1987</u>	Joint	Approval:	<u>Sept. 20, 2010</u>	Approval:	<u>February 7, 2011</u>	Approval:	<u>February 7, 2011</u>