



# DISPOSAL OF BOOKS AND INSTRUCTIONAL MATERIALS

**Policy 9.16** - "Discard" books and instructional materials are those which are beyond repair, content outdated or the specific edition is no longer in print, or those which have been replaced by adopted texts.

Procedure to be followed for discard:

1. All books/instructional materials to be stamped DISCARD and must have the approval of the building principal and the program manager.
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.
3. Donate to worthy civic, charitable, or needy educational organizations with School Committee approval.
4. Distribute, at no charge, to interested students with School Committee approval.
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.

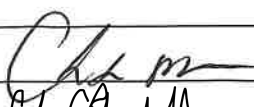
All program managers will submit a report to the School Committee indicating the intention to discard books and instructional materials in quantities equivalent to classroom sets or larger. Discard books and materials of lesser quantities need not be reported to the School Committee.


Item	Reason for Disposal	Explain Plans for Disposal
Leader in Me student workbooks K-5	No longer using the Process with new leadership. Materials are outdated	Put in the recycling bin
Leader in Me posters	No longer using the process with new leadership materials are outdated	Put in the recycling bin

Cost Center Name and No.: Cold Spring Elementary

Program / Department Name: \_\_\_\_\_

Program / Dept. Mgr.'s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal's Signature:  Date: 6.14.24

Business Manager's Signature:  Date: 6/17/2024

