



CATEGORY: **Fiscal Management, Property Disposal**

EFFECTIVE: 1-29-62

SUBJECT: **Sale or Disposal of District-Owned
Instructional Materials and Library Books**

REVISED: 4-26-12

A. PURPOSE AND SCOPE

1. To outline administrative procedures for the sale and/or disposal by school sites of all district-owned instructional materials and library books that are obsolete or in unusable condition.
2. **Related Procedures:**
 - Collection or refunds for damaged or lost instructional materials 2165
 - Criteria for instruction and for adoption and use of instructional materials 4050
 - Instructional programs, general 4000
 - State instructional materials, K–8 4505

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: D–8000, G–4000; Education Code Sections: 60500, 60501, 60510, 60510.1, 60510.5, 60511, 60521, 60530.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Instructional Resources and Materials Department, Instructional Support Services Division.
2. **Definitions**
 - a. **Obsolete and/or superseded instructional materials:** Books declared obsolete or superseded by the curriculum leader/program manager and adoption committee.
 - b. **Discard instructional materials and library books:** Books declared ready for discard by the school library staff and department chair and approved by the principal as worn or damaged beyond repair. At the elementary level these decisions are generally made by classroom teachers or aides and approved by the principal.
3. **Limitations.** Books not subject to sale, donation or disposal include all instructional materials from current adoptions purchased with district/state funds.
 - a. **Principal or designee** shall review books prior to disposal to ensure that current, district-adopted, used books are not included with books to be sold, donated, or discarded.

4. **Options for Discard:** Sites, with the approval of the principal, have the following choices for disposal of obsolete or discardable library books and instructional materials.

a. By donation to:

- (1) A governing board, county free library, or other state institution.
- (2) A public agency or institution of the United States.
- (3) A nonprofit charitable organization.
- (4) Children or adults in California, or foreign countries for the purpose of increasing the general literacy of the people.

Any organization, agency, or institution receiving donated, obsolete instructional materials or library books in accordance with Education Code Sections 60510 and 60511 must make arrangements and cover all costs of shipping the books from the site and must certify the organization will make no charge of any kind to the persons whom the organization gives or lends such materials.

b. A secondhand book vendor may be contacted by the site library staff or other personnel designated by the principal to arrange for the sale of obsolete books at the site. Vendors are not allowed to contact school sites to initiate purchase of obsolete instructional materials or library books without permission from the Instructional Resources and Materials Department. Any purchases mutually agreed upon between a school site and the secondhand book vendor must be itemized and approved by the Instructional Resources and Materials Department. Funds received from the sale of obsolete instructional materials can only be used to purchase instructional materials per California Education Code 60510.1. Once the sale is approved, a certified check or vendor credit will be provided to the Instructional Resources and Materials Department. The Instructional Resources and Materials Department will determine the appropriate budget(s) to receive funds or credits obtained by the sale of obsolete instructional materials.

5. **All obsolete or discardable** library books and instructional materials may be sent to the IMC Warehouse. These books will be donated or sold to a paper recycler or a secondhand book vendor in accordance with Education Code Sections 60510 and 60511.

D. IMPLEMENTATION

1. **Library Staff or Principal's Designee**

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- a. **Assembles and sorts books** to ensure only discontinued books are offered for sale or donation; stamps all books "Discard."
 - b. **Contacts** secondhand book vendor or qualified nonprofit organization for obsolete books or arranges donation to children or adults.
 - c. **Prepares** books in one of the following ways:
 - (1) If option C.4.a or C.4.b is chosen, follows directions detailed therein.
 - (2) If option C.4.c is chosen, prepares books for district truck pick-up by boxing or bundling books for delivery to the IMC Warehouse for sale, donation or disposal; marks all boxes/packages "Discard;" prepares a "Discarded Instructional Materials Transfer Form" available from the Instructional Resources and Materials Office or website, for removal of books.
 - d. **Prepares report** to principal showing total books discarded, total books sold, and total books sent to IMC Warehouse.
2. **Instructional Resources and Materials Department**
- a. **Receives funds, credits** and certified check(s); retains receipt showing sale of district instructional materials to qualified secondhand book vendor and amount of total funds collected.
 - b. Submits funds to district cashier for "Accept, Budget and Spend" into specified instructional materials account(s).

E. FORMS AND AUXILIARY REFERENCES

1. District Daily Remittance Advice, Inventory Item P.S. 0000001947
2. Discarded Instructional Materials Transfer Form

F. REPORTS AND RECORDS

G. APPROVED BY

Lawrence M. Schoenke

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General Counsel, Legal Services
As to form and legality

H. ISSUED BY



Chief of Staff