

BUSINESS 3260.1

Disposition of Obsolete Books

The Superintendent of Schools will, from time to time, take the necessary steps to dispose of textbooks and other books no longer of use to the public schools.

The following procedures are to be followed in sequence by the administration in the disposal of obsolete books:

1. A complete list of obsolete books will be prepared by the Schools (Assistant Superintendent for Curriculum and Instruction giving the title, author and publisher, and also state the condition of the books.
2. The list will be circulated to all public schools to determine if any books on the list can be used at other schools or departments.
3. A list of the remaining titles will be circulated to all non-public schools in Town and any titles requested may be supplied.
4. Any remaining books may be disposed of as sale of junk or at the landfill.

Adopted: February 23, 1981

Revised: March 12, 2012