

DISPOSAL OF OBSOLETE BOOKS

The following steps are recommended for the disposal of obsolete books:

- Determine that the books are no longer needed within the school.
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- Offer the books for sale within your building for \$1.00 each. PTA meetings or parent conference dates would be the best sales times.
- **LIBRARY BOOKS** can be sent to the District Warehouse and will be offered for sale to the public at the next auction.
- **TEXTBOOKS** require an inventory submitted to District Purchasing listing the title, ISBN number, copyright date and quantity. Purchasing will send out a Request for Quotation to companies that buy used textbooks and seek competitive quotations for the sale of the obsolete textbooks. Vendors will examine the books, make an offer, box and transport the books they purchase.
- Take books to a recycling center for recycling.

Money received from the sale of obsolete books is to be sent to the District Accounting Office and will be deposited to the general fund.