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## Disposal of Surplus Equipment and/or Materials – 6881P

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### Disposal of Obsolete Textbooks/Materials

The following procedures are established for the disposition of obsolete instructional materials:

1. The building principal/program manager shall prepare a typed list of materials to be declared obsolete or surplus (see 6881F). Lists shall give information regarding the subject area, title, grade level, copyright date, quantity and reason for declaring the material obsolete. The coding for reason is as follows:
  - A. the books or materials are not on an approved instructional materials list;
  - B. the books or materials are damaged beyond repair or use;
  - C. the books or materials are sample copies given to the district personnel for reviewing and evaluating;
  - D. the books are being replaced by a more recent adoption;
  - E. the books or materials are obsolete (over five years old); and/or
  - F. the books or materials are no longer used.

Copies of this list shall be sent to the book processing department and to the chair-person of the Instructional Materials Selection Committee.

2. Upon receipt of the listings of materials, the book processing department will initiate work orders to pick up the materials at each building for temporary storage at the May Valley Service Center.
3. The building principal/program manager shall be responsible for stamping each item *Discard* and for packing the materials as required for shipment. Items shall be packed in heavy boxes with lids and labeled with school name, subject area, title, quantity, and reason for being discarded.
4. The IMSC shall act upon the request for declaring materials obsolete at its next regularly scheduled meeting and will send their recommendation to the superintendent for formal action by the board.
5. When identified instructional materials have been declared obsolete by the board of directors, the book processing department shall:
  - A. notify the building administrators and local newspapers that obsolete materials are available for purchase by students, and
  - B. send a list of those materials being declared obsolete to the State Superintendent of Public Instruction, and to any public school district or private school in the state of Washington annually requesting such a notice.
6. Forty-five days after the date the notification has been mailed to SPI, the book processing department shall contact community organizations and book distributors who have expressed interest in purchasing obsolete materials.
7. When obsolete materials cannot be disposed of by selling to interested parties, then the book processing department shall contact salvage organizations for final disposition of remaining materials at salvage rate.