



DISPOSITION  
OF SURPLUS  
INSTRUCTIONAL MATERIALS

C27.00  
Revised  
Oct 1984  
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## PROCEDURE

### Introduction

Textbooks, library books, and other instructional materials become obsolete in time. Periodic replacement of instructional materials is in keeping with the District's continued efforts to provide students with current, educationally sound materials. Surplus and obsolete materials include instructional materials that are damaged or worn, identified as containing bias in content, or no longer meeting content requirements.

### Identification

#### Definitions

1. Current instructional materials refer to materials that are listed on the latest lists of approved instructional materials (basic and supplementary) which meet current District standards for subject content, sex balance, and ethnic content.
2. Obsolete instructional materials are materials that do not meet current District standards for subject content, sex balance, and ethnic content.
3. Biased instructional materials refer to materials that have been reviewed for sex balance and/or ethnic content in compliance with State regulation 392.190.055, identified as not meeting established criteria, and rated "unacceptable" for classroom use.
4. Worn or Damaged refers to materials that are not repairable or are no longer usable.

### Procedures

1. Surplus current instructional materials and library books are boxed by the principal, program manager, or librarian, labeled BOOK DEPOSITORY-CURRENT, and sent to the Book Depository to be made available to other District staff for student use.
2. Obsolete and/or biased instructional materials or library books are boxed, labeled WAREHOUSE-OBSOLETE or WAREHOUSE-BIASED, and sent to the warehouse where they are handled as surplus property.

Adopted:  
Former Code: G12.02  
Repealed:



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3. Worn or damaged materials are boxed, labeled WAREHOUSE-WORN or WAREHOUSE DAMAGED, and sent to the warehouse for disposition.
4. The Textual Materials Office will provide instructions regarding the disposition of instructional materials that have been recently replaced by new adoptions.

Adopted:  
Former Code: G12.02  
Repealed: