

Superintendent Procedure 2015SP.D Disposition of Instructional Materials

Approved by: s/José Banda Date: 2/6/13

José Banda, Superintendent



Introduction

Textbooks, library books, and other instructional materials (“materials”) become obsolete in time. Periodic replacement of materials is in keeping with the District's continued efforts to provide students with current, educationally-sound materials. Surplus and obsolete materials include materials that are damaged, worn or are no longer considered officially-adopted materials.

Definitions

1. Currently adopted instructional materials refer to materials that are listed on the latest lists of approved instructional materials at the professional library website.
2. Obsolete instructional materials are materials that are no longer listed as approved instructional materials.
3. Worn or Damaged refers to instructional materials that are not repairable or are no longer in usable condition.

Surplus of instructional materials that are part of a current adoption

Any instructional materials that are part of a current adoption should be handled through the Textual Materials office. Please contact the librarian in the professional library for disposition.

Surplus of materials that have value

Schools may surplus instructional materials that are no longer in use in the building and are not part of a current adoption, or that have been weeded from a school library in accordance with best practice as outlined in the librarian’s handbook. Before surplusing any instructional materials, check with the Textual Materials office to confirm that the materials are not part of a current adoption.

Surplused materials that have value may be disposed of in the following manner:

- 1) Surplus through the District warehouse:
 - a. Box all surplus material and clearly mark on the box, “Surplus Instructional Materials.”
 - b. Ask your custodian to arrange a surplus pickup with the District Surplus office.
 - c. The District Surplus office will work through a vendor to determine current value of the instructional material, arrange sale of any materials deemed to

have current value and recycle or donate any material that has been determined to have no value.

Surplus of materials that have no substantial value

Materials that are over 10-years-old are determined to have no substantial value. Therefore, materials over 10-years-old and no longer listed as adopted instructional materials or that have been weeded from a school library in accordance with best practice as outlined in the librarian's handbook may be surplus. Before surplus any instructional materials, check with the Textual Materials office to confirm that the materials are not part of a current adoption.

Surplused materials of no substantial value may be disposed of in the following manner:

- 1) Surplus through the District warehouse:
 - a. Box all surplus material and clearly mark on the box, "Surplus Instructional Materials."
 - b. Ask your custodian to arrange a surplus pickup with the District Surplus office.
 - c. The District Surplus Office will work surplus in the normal manner as outlined.

- 2) Surplus locally:
 - a. Obtain permission from asset management to dispose of locally.
 - b. Any weeded materials from a library must also be reviewed and approved for surplus by the principal or his/her designee.
 - c. Advertise the availability of surplus instructional materials on the front page of your school website for no less than 30 days.
 - d. Washington State public schools or agencies may claim advertised material. If no public school or public agency in Washington State would like to claim the materials, you may dispose of them locally.

Worn or Damaged Material

Worn or damaged instructional materials may be disposed of locally after having been marked as damaged. The determination of worn or damaged must be independently verified by 2 school staff members, one of which would include the building librarian or building principal or his/her designee.

Note that you may give instructional materials to staff in your building for instructional use without following these guidelines as this does not constitute surplus of instructional materials.

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Revised:

Cross Reference: SPS Librarian's Handbook; Policy No. 2015