



**NORTH ALLEGHENY
SCHOOL DISTRICT**

SECTION:	PROPERTY
TITLE:	TEXTBOOK DISPOSAL
ADOPTED:	2/24/16
REVISED:	

706.1 - TEXTBOOK DISPOSAL

Section 1. Purpose

The Board adopts this policy to develop guidelines for maintaining an inventory of up-to-date textbooks and an adequate level of storage space.

Section 2. Authority

The Board authorizes the administration to dispose of textbooks that are no longer used or serve any educational function for our students.

Section 3. Guidelines

- a. All textbooks that are no longer used in the basic instructional program shall be disposed of in the following sequence:
 1. Professional staff members may retain copies for reference purposes.
 2. Vendors will be contacted to determine if they are interested in purchasing the obsolete textbooks.
 3. All remaining copies will be sold, donated, or placed in a trash disposal container.
 4. The Department Chair will submit a list to the Assistant Superintendent and Board annually indicating the title(s), author(s), copyright date(s), publisher, and quantity of obsolete books requesting action for disposition.

References:

School Code – 24 P.S. Sec. 510

Replaces Policy:

6133

SC 510