

**TEXTBOOK DISPOSAL**

**POLICY STATEMENT**

- A. At times, textbooks belonging to the school district may become obsolete and available for disposal. The following procedure would be followed for disposal of such textbooks.

**POLICY PROCEDURE**

- A. The District Administrator, in conjunction with the Director of Curriculum and Instruction, will determine if textbooks are obsolete and can no longer be utilized in the district.
- B. If it is determined that textbooks cannot be utilized in the district, the District Administrator may:
1. Disburse textbooks to any student who requests them, with the understanding that the textbooks will not be resold.
  2. Disburse textbooks to an approved organization for donation purposes, with the understanding that the textbooks will not be resold.
  3. Sell the textbooks to a resale/used textbook vendor. Money will be placed in the general fund (Fund 10).
  4. Dispose of textbooks via recycling or incineration.

LEGAL REFERENCE: Section 120.10(12) Wisconsin Statutes  
Section 120.44 Wisconsin Statutes

CROSS-REFERENCE: