

## **SCHOOL DISTRICT OF NEW LONDON**

### **ADMINISTRATIVE GUIDELINE 691 - TEXTBOOK DISPOSAL**

The District Administrator, in conjunction with the Director of Teaching and Learning, will determine if textbooks are obsolete and can no longer be utilized in the district.

If it is determined that textbooks cannot be utilized in the district, the District Administrator, or designee, 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.

ADOPTION DATE: December 13, 1999

REVISION DATE(S): October 17, 2024

REVIEW DATE(S): October 17, 2024

CROSS-REFERENCE: Policy 691 Textbook Disposal

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