



ADMINISTRATIVE PROCEDURE
SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 2115

PAGE: 1 OF 2

CATEGORY: **Fiscal Management, Revenues**

EFFECTIVE: **9-01-65**

SUBJECT: **Sale of Paperback Books**

REVISED: **5-19-99**

A. PURPOSE AND SCOPE

1. To outline administrative procedures governing sale of paperback books in district secondary schools.

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: H-8650.

C. GENERAL

1. **Originating Office.** Questions concerning this procedure should be directed to Educational and School Services, Institute for Learning.
2. **Organizations Authorized to Sell Paperback Books**
 - a. Associated Student Body.
 - b. Student clubs or an appropriate organization of teachers and/or parents approved by the student body governing board and by the principal.
3. **Limitations**
 - a. If teacher(s) and/or parent groups are selected to sell books, they must operate on a nonprofit basis.
 - b. Book sales shall be sold *only* to students and parents of the school and to district employees.
 - c. Prior to acquisition for sale, the library media teacher or principal's designee must determine that the books are appropriate for the age group of students participating in the sale. Publishers, vendors, and subject-area professional organizations often can supply lists of appropriate books for consideration.
 - d. All book sale funds must be handled through the school finance office.
4. **Acquisition and Sale of Books**
 - a. Acquisition of books shall be on a consignment basis only, with sales tax to be paid by the vendor or publisher consignor.

- b. Purchase by students must be on a voluntary basis. Teachers shall not require purchase of books, nor penalize students who do not buy them.

D. IMPLEMENTATION

1. **Student governing board** approves sale of paperback books; accepts responsibility for conducting sale or designates another appropriate organization.
2. **Principal** reviews decision of student governing board and approves or disapproves sale; appoints library media teacher or other designee to coordinate sale.
3. **Organization conducting sale** prepares list of desired books with cooperation of faculty and vendor or publisher; submits list to library media teacher or principal's designee.
4. **Library Media Teacher or Principal's Designee**
 - a. Contacts publisher or vendor; obtains books on consignment.
 - b. Ensures that all funds are handled through school financial office.
5. **Organization conducting sale** conducts book sale in appropriate location.

E. FORMS AND AUXILIARY REFERENCES

F. REPORTS AND RECORDS

G. APPROVED BY



Chief of Staff, Terrance L. Smith
For the Superintendent of Public Education