



**ADMINISTRATIVE PROCEDURE**  
SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 2805

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CATEGORY: **Fiscal Management, Property Disposal**

EFFECTIVE: 1-29-62

SUBJECT: **Sale or Disposal of District Textbooks and Library Books**

REVISED: 11-19-07

**A. PURPOSE AND SCOPE**

1. To outline administrative procedures for the sale and/or disposal by schools of all district-owned text and library books that are obsolete or in unusable condition.

2. **Related Procedures:**

Collection or refunds for damaged or lost instructional materials .....	2165
Criteria for instruction and for adoption and use of instructional materials .....	4050
Instructional programs, general .....	4000
State instructional materials, K-8 .....	4505

**B. LEGAL AND POLICY BASIS**

1. **Reference:** Board policy: D-8000, G-4000; Education Code Sections, 60500, 60510, 60510.5, 60511, 60521, 60530.

**C. GENERAL**

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Instructional Materials Department, Curriculum and Instruction , Office of the Deputy Superintendent.

2. **Definitions**

- a. **Obsolete and/or superseded textbooks:** Books declared obsolete or superseded by the curriculum leader/program manager and adoption committee.
- b. **Discard textbooks and library books:** Books declared ready for discard by the school library media staff and department chair and approved by the principal as worn or damaged beyond repair. At the elementary level these decisions are generally made by classroom teachers or aides and approved by the principal.

3. **Limitations.** Books not subject to disposal include:

- a. **All instructional materials from current adoptions** purchased with district/state funds.
- b. **Principal or designee** shall review books prior to disposal to ensure that regularly used books are not included with books to be discarded.

4. **Options for Discard:** Sites, with the approval of the principal, have the following choices for disposing of obsolete or discardable library books and textbooks.
- a. By donation to children or adults.
  - b. A secondhand book vendor may be contacted by the site library media teacher or other personnel designated by the principal to arrange for the sale of obsolete books at the site. The price of books paid to schools is shown in the current edition of the vendor's buyers guide. The vendor lists the books selected for purchase on the receipt and gives the library media teacher or principal a certified check for the value of the books purchased.
    - (1) The secondhand book vendor must certify to the district that it will only use the materials for educational purposes.
    - (2) The secondhand book vendor must also guarantee that it will make no charge of any kind to the persons to whom the vendor gives or lends such materials.
  - c. Obsolete or discardable books may be donated to a qualified nonprofit charitable organization in accordance with Education Code Sections 60510 and 60511, which provide that the chief executive officer of the receiving organization shall execute an affidavit guaranteeing that:
    - (1) The organization will make arrangements and cover all costs of shipping the books from the site.
    - (2) The books will be used for educational purposes only.
    - (3) The organization will make no charge of any kind to the persons whom the organization lends or gives such materials.
5. **All obsolete or discardable** library books and textbooks may be sent to the IMC for disposal. These books will be sold to a paper recycler or a secondhand book vendor, who qualifies per Section 4.b. (1) and (2). Any fees will be deposited into a holding account to purchase books and other media for distribution to schools through the IMC.

## **D. IMPLEMENTATION**

1. **Library Media Teacher or Principal's Designee**
  - a. **Assembles and sorts books** to ensure that only discontinued books are offered for sale; stamps all books "Discard."

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- b. **Contacts** secondhand book vendor or qualified nonprofit organization.
  - c. **Arranges** for donation of obsolete or discardable books to students or adults.
  - d. **Prepares** books in one of the following ways:
    - (1) If option C.4. has been chosen, follows directions for disposal detailed therein.
    - (2) If option C.5. has been chosen, packs books for regular pick-up by district trucks for delivery to the IMC Warehouse for disposal; marks all boxes/packages "Discard"; prepares a "Textbook Transfer Document" available from the Instructional Materials Department/ IMC or the Warehouse and Distribution Supervisor/Supply Center for shipment of library books and textbooks to IMC Warehouse.
  - e. **Prepares report** to principal showing total books discarded, total books sold, and total books unsold and sent to IMC for disposal.
2. **Financial Clerk/School Secretary**
- a. **Receives funds** and certified check(s); issues receipt to library media teacher or designee, showing sale of district books to qualified secondhand book vendor and amount of total funds collected.
  - b. **Follows regular district procedures** (Procedure 2165) for depositing daily amounts received from sale of books. To have funds budgeted in school textbook or library book account, adds a notation on "District Daily Remittance Advice" form (E.1.) requesting that funds be appropriated to indicated account. If not so specified, funds remain in general fund as district income.

## **E. FORMS AND AUXILIARY REFERENCES**

- 1. District Daily Remittance Advice, Inventory Item P.S. 0000001947
- 2. Textbook Transfer Document

## **F. REPORTS AND RECORDS**

## **G. APPROVED BY**

  
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Chief of Staff  
For the Superintendent