

FREDERICK COUNTY PUBLIC SCHOOLS	Reg. No. 500-3
Subject: DISPOSAL OR DONATION OF OBSOLETE TEXTBOOKS AND LIBRARY MEDIA BOOKS	Date of Issue: 1/4/78
Preparing Office: Office of the Superintendent	Amended: 5/7/08

I. Policy

II. Procedures

A. Replacement of Textbooks

1. A textbook replacement cycle ensures the periodic updating of currently approved textbooks with newly approved textbooks.
2. The curriculum specialist making the system-wide textbook purchase will:
 - a. Remove the textbooks being replaced from the approved list and declare the textbooks obsolete for classroom instruction.
 - b. Inform FCPS warehouse personnel of the quantity of obsolete textbooks that will be sent there.
 - c. Advise school staff regarding the process for transferring obsolete textbooks to the warehouse.

B. Disposition of Obsolete Textbooks

1. All obsolete textbooks shall be evaluated by the warehouse for resale or transfer to such agencies as may have use for such textbooks.
2. Schools shall not engage in resale of obsolete textbooks.
3. Any funds generated by resale of obsolete textbooks will be considered revenue for the textbook replacement cycle.
4. Any obsolete textbooks that do not have market value will be considered for donation or be recycled in an environmentally friendly manner.
5. Requests for donation of obsolete textbooks based on emergency relief efforts shall be referred to appropriate curriculum specialists for consideration and response.

C. Disposition of Obsolete Library Media Books

1. Library media books no longer suitable for circulation may be distributed to teachers for appropriate use. Appropriate use may include using books in selected classroom activities or giving the books to students free of cost for at-home use. Care should be taken to avoid placing out-of-date information in the classroom.
2. Library media books no longer suitable for circulation from the media center and not distributed to teachers will be declared obsolete.
3. All obsolete library media books will be evaluated by the warehouse for resale or transfer to such agencies as may have use for such books.
4. Schools will not engage in resale of obsolete library media books.
5. Any funds generated by resale of obsolete library media books will be considered revenue for the FCPS library media book account.
6. Any obsolete library media books that do not have market value will be considered for donation or shall be recycled in an environmentally friendly manner.
7. Requests for donation of obsolete library media books based on emergency relief efforts shall be referred to the supervisor of media services for consideration and response.

Approved:

Original signed by

Linda D. Burgee
Superintendent