

1.0 Definition of Unusable/Obsolete/Surplus Instructional Materials

Instructional materials and/or textbooks which are declared surplus or are undistributed obsolete instructional materials in the school district's possession which are unusable for educational purposes.

2.0 Disposal of Surplus or Undistributed Obsolete Instructional Textbooks or Other Instructional Materials

As determined by administration and approved by the Assistant Superintendent, Education, the school district may dispose of surplus or undistributed obsolete instructional materials in its possession which are usable for educational purposes thirty days after the district governing board has given notice to all persons who have filed a request for such notice in any of the following ways:

2.1 donation to any governing board, county free library, or other state institution.

2.2 donation to any public agency or institution of any territory or possession of the United States, or the government of any country which formerly was a territory or possession of the United States.

2.3 donation to any nonprofit charitable organization.

2.4 donation to children or adults of the State of California, or in foreign countries for the purpose of increasing the general literacy of the people.

2.5 sale for a nominal price for use within the State of California to any organization which agrees to use such materials solely for educational purposes.

3.0 Destruction of Unusable Surplus, Undistributed Obsolete Instructional Materials, and Usable but Not Distributable materials

As determined by administration and approved by the Assistant Superintendent, Education, the school district may destroy unusable surplus, undistributed obsolete instructional materials, and usable but not distributable materials in either of the following ways:

- 3.1 Mutilate so as not to be salable as instructional materials and sell for scrap or for use in the manufacturing of paper pulp or other substances at the highest price that can be obtained.
 - 3.2 Destroy by any economical means, provided that no instructional material is destroyed until 30 days after the governing board has given notice to all persons who have filed a request for such notice.
- 4.0 Requirements of Recipients
- 4.1 Any organization, agency, institution, or individual receiving obsolete instructional materials under the provision of this policy must certify to the governing board that they agree to use the materials for educational purposes and agree to make no charge of any kind to the persons to whom they give or lend such materials.

Legal Reference:
Education Codes 60510 and 60530

Board of Trustees
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