Procedures for Disposal of Obsolete Instructional Materials

This procedure is intended to quickly and efficiently dispose of obsolete items to avoid future unnecessary handling and storage.

The education code allows a school district to dispose of obsolete instructional materials by:

1. Donation to governing boards, libraries, public entities, nonprofit charitable organizations or to children/adults for the purpose of increasing literacy
2. Sale to any organization that agrees to use the materials solely for educational purposes

The Education code encourages districts to notify the public of the disposition. When materials cannot be distributed pursuant to the above, a school district may dispose of them by mutilating and selling for scrap or destroying by any economical means.

The proposed procedures for disposition include (in priority order):

1. Retaining materials on site for teachers use for supplemental instruction
2. Giving materials to students/families
3. Donating to District-related organizations
4. Keeping a supply of items in the textbook warehouse for teachers to select, ”Teacher Selection Area”
5. Donating to non-District-related organizations
6. Destroying

Retaining Materials on Site for Teachers Use for Supplemental Instruction
At the end of the school year instructional materials for which a new adoption has occurred, teachers may keep the obsolete materials for supplemental instruction or student practice if they continue to be educationally appropriate. The teachers may keep as much or as little as they want. Materials retained by teachers will be stored at the site. Subsequently, they should be disposed of in any of the manners listed below.

Giving Materials to Students/Families
At the end of the school year parents and students may receive the obsolete instructional materials (after a new adoption occurs). If obsolete books are given to parents or students they must be marked OBSOLETE before giving them away.

Donating Materials to District-Related Organizations
When items are returned to the textbook warehouse District related organizations will be contacted to access the obsolete instructional materials in an “open house” format on a specified day. Programs include:

- Identified Programs (i.e. elementary sites teaching Spanish, independent study programs)
- Adult Education
- Family and Community Engagement
- District Sponsored Charter Schools
Keeping Materials for District Teachers Selection Area
When obsolete items are returned to the textbook warehouse, they (classroom books, novels, textbooks, dictionaries and science supplies) are set aside on pallets to restock the shelves of the “teacher selection area”. The “teacher selection area” is available to the teachers to obtain supplemental items for the classroom. When the textbook warehouse has numerous pallets of these items, they will be placed on the donation pallets.

Donating Materials to non-District-related Organizations
Items not distributed pursuant to steps #1-4, may be donated annually to libraries, non-District charter schools, rotary clubs, and other nonprofit charitable organizations in an “open house” format on a specified day. Organizations will be notified by a letter from the District.

Some textbook charitable organizations have very specific requirements to receive donated instructional materials:
- Items must be in good condition for students to use in a classroom
- Books must be published within the last ten years
- Some organizations do not accept “used” books
- Books must not be non-fiction
- The District must pay for shipping costs to organizations
- Contents must be current

Destroying Materials
Materials which are not distributed pursuant to steps #1-5 shall be disposed of by mutilating and selling for scrap or destroyed by an economical means.

If you have any questions please contact Dina Geiss, Director of Business Support Services, x7293 or dgeiss@sanjuan.edu.
Education Codes

Education Code 60510. The governing board of a school district, may dispose of surplus or undistributed obsolete instructional materials in its possession that are usable for educational purposes in any of the following ways:

(a) By donation to a governing board, county free library, or other state institution.
(b) By donation to a public agency or institution of any territory or possession of the United States, or the government of a country that formerly was a territory or possession of the United States.
(c) By donation to a nonprofit charitable organization.
(d) By donation to children or adults in the State of California, or foreign countries for the purpose of increasing the general literacy of the people.
(e) By sale to any organization that agrees to use the materials solely for educational purposes.

Education Code 60510.5. Prior to the disposition by a school district of any instructional materials pursuant to Section 60510, the school district governing board is encouraged to do both of the following:

(1) No later than 60 days prior to that disposition, notify the public of its intention to dispose of those materials through a public service announcement on a television station in the county in which the district is located, a public notice in a newspaper of general circulation published in that county, or any other means that the governing board determines to reach most effectively the entities described in subdivisions (a) to (e), inclusive, of Section 60510.
(2) Permit representatives of the entities described in subdivisions (a) to (e), inclusive, of Section 60510 and members of the public to address the governing board regarding that disposition.

Education Code 60530. The state board, any district board which employs a superintendent of schools, and other school districts with the approval of the county superintendent of schools may dispose of unusable surplus or undistributed obsolete instructional materials, or such materials which are usable but cannot be distributed pursuant to Section 60510 in any of the following ways:

(a) Mutilated as not to be salable as instructional materials and sold for scrap or for use in the manufacture of paper pulp or other substances at the highest price that can be obtained.
(b) Destroyed by any economical means, provided that no instructional material shall be destroyed until 30 days after the governing board has given notice to all persons who have filed a request for such notice.