



POLICIES AND PROCEDURES

Policy: 4IP-406 Disposal of Textbooks

Index: Instructional Programs- *Instructional Resources*

Monitoring:

1. PURPOSE

1.1. The Board of Directors at Spectrum Academy (Board) has adopted this policy to ensure Spectrum Academy (School) provides a standard procedure for the identification and disposal of obsolete or discarded textbooks and instructional materials, and to comply with state law.

2. POLICY

2.1. All property purchased through School-approved budgets, School funds, or donations remain the exclusive property of Spectrum Academy. As such, these items shall not be resold by any employee without the permission of the executive director of academics or designee.

2.2. The objective is to obtain maximum utilization or recovery of cash when assets are no longer required for their original purpose.

2.3. The disposal method chosen should be the one which results in the best overall benefit to the School.

3. IDENTIFICATION OF OBSOLETE TEXTBOOKS

3.1. Outdated books are identified by:

3.1.1. The copyright year and current curriculum framework standards

3.1.2. The books are not on approved inventory lists

3.1.3. The books are in poor physical shape, as defined by quality and condition of covers, pages, binding, print

3.1.4. Poor format, including small print, poor quality pictures, poor content

3.1.5. Poor content, including inaccurate information, inappropriate for the specific grade level, or change in school curricula and/or age group served

4. PROCEDURE FOR DISPOSAL OF OBSOLETE TEXTBOOKS

4.1. All textbooks and other assets are the sole property of Spectrum Academy.

4.2. Spectrum Academy administration and staff are not permitted to dispose of school property, except as authorized in accordance with this procedure.

4.3. The directors of academics shall keep a written record with inventory and a complete written description of any textbooks considered obsolete.



4.4. The method of disposal used on particular textbooks or other assets should result in the best overall benefit to the School.

4.5. Methods of disposal must be approved by the executive director of academics and will be done consistent with state and city ordinance.

4.6. The approved methods of disposal include, but are not limited to, the following:

4.6.1. Donate to a non-profit organization or relief fund at no cost to the School;

4.6.2. Return to the supplier for trade-in or credit;

4.6.3. Sell to the highest bidder;

4.6.4. Sell by public auction with other public agencies;

4.6.5. Sell to a used book dealer through RFP;

4.6.6. Exchange for other needed resources;

4.6.7. Recycle

DEFINITIONS

Textbook- a. any printed book that is required for participation in a course of instruction; b. printed texts approved for pilot or trial use by the State Instructional Materials Commission; c. books used in classes for which textbooks are generally not adopted at the state level.

RFP- Request for Proposal

REFERENCES

[Utah Code Ann. §53G-4-402\(14\)](#) – Board rules and policies

[R277-433. Disposal of Textbooks in the Public Schools](#)

RELEVANT LINKS

DOCUMENT HISTORY

Adopted: 1/18/23

Revised: