

DISPOSAL OF TEXTBOOKS AND INSTRUCTIONAL MATERIALS

The Marshfield Public Schools authorizes the disposal of old or outdated textbooks and instructional materials valued at less than \$5,000.00 in accordance with Uniform Procurement Act of the General Laws of Massachusetts.

Old or outdated textbooks and instructional materials are defined as:

1. Beyond repair;
2. Content outdated or the specific edition is no longer in print;
3. Texts that have been replaced by adopted texts.

Procedure to be followed for the disposing old or outdated textbooks and instructional materials:

1. All books and instructional materials beyond repair, outdated, no longer in print, or have been replaced, are to be stamped DISCARD with the approval of the building Principal.
2. Where possible, every effort will be made to contact a used text book distributor for purchase with any proceeds to be returned to the General Fund.
3. If the textbooks or instructional materials are determined to have no value the following will occur in this order:
 - a. Donate to worthy civic, charitable, or needy educational organizations with School Committee permission.
 - b. Distribute at no charge to interested students.
 - c. All remaining old or outdated text books and materials will be recycled.

All school administrators will submit a report to the School Committee indicating the intention to discard textbooks and instructional materials in quantities equivalent to classroom sets, or larger. Old or outdated textbooks and materials of lesser quantities need not be reported to the School Committee.

LEGAL REFS: M.G.L. 30B:15