

690 DISPOSAL OF SCHOOL PROPERTY

All sales or disposals of school property shall be made through the business office.

Textbooks

An attempt will be made to sell textbooks no longer needed by the school district to a used book dealer. Any textbooks remaining will be offered to staff, students, parents and non-profit organizations at no cost. Textbooks not given to interested parties will be disposed of in the most cost effective means possible.

Library Materials

Fiction Collection

1. The media specialist will weed the library's fiction collection (print and e-books) based on professional best practice considering factors such as date of publication, poor condition of the book, circulation statistics, percentage of collection, number of copies, space, curricular match, reading level match.
2. Weeded materials will be removed from the library's cataloging system, markings will be removed (i.e. barcodes, spine labels, identifying stamps of school and/or district), stamped as discarded, and set out for giveaway to students and staff on an ongoing basis. E-books will be removed from the library's cataloging system, but cannot be given away due to copyright restrictions.
3. After the giveaway process, the custodial staff at the building will recycle the remaining weeded fiction.

Nonfiction, Reference, E-books, and Professional Collection

1. The media specialist will weed the library's nonfiction, reference, e-books, and professional collections based on professional best practice considering factors such as misleading and/or factually inaccurate content, poor condition of the book, whether the book has been superseded by a new edition or a better source, the book's relevance to the needs and interests of the school, circulation statistics, percentage of collection, number of copies, space, curricular match, and reading level match.
2. Weeded materials will be removed from the library's cataloging system, markings will be removed (i.e. barcodes, spine labels, identifying stamps of school and/or district), and the books will be stamped as discarded. E-books will be removed from the library's cataloging system.
3. The custodial staff at the building will recycle the weeded nonfiction and professional books.

Equipment

Equipment no longer of value to the school district may be disposed of by administration as follows:

1. Advertised to staff for sale at the best price.
2. Sold and or donated to other non-profit organizations.
3. Disposed of in the most cost-effective means possible.

LEGAL REF.: Sections 120.10(12) Wisconsin Statutes
 120.44

CROSS REF.: 361 – Instructional Materials
 361.1 Rule – Procedures for Selection and Reconsideration of Library Materials

APPROVED: February 13, 1978

REVISED: January 14, 2002
 May 12, 2008
 March 11, 2013