

## PROCEDURES FOR TEXTBOOK DISPOSAL

The State Textbook Law, *Code of Alabama*, §16-36-69, provides that textbooks purchased with public textbook monies become the property of the local board of education. Care must be taken to insure those items purchased with public monies are properly disposed of. The following are the recommended steps that should be taken to dispose of worn-out and/or unusable textbooks.

1. Textbooks purchased with public textbook monies must be designated as worn-out and/or unusable and must be removed from your local inventory of textbooks. These books must then be declared as surplus property.
2. Textbooks declared as surplus property must first be offered on a bid basis for purchase by used book companies, recycling companies, and/or any other interested parties. After receiving bids, all or part of the surplus textbooks must be sold to the highest bidder if the local board deems the textbooks have monetary value. Consideration when determining monetary value may be given to the cost at the local level of collecting, separating, transporting, preparing, storing, etc. the surplus textbooks. All monies collected from the sale of surplus textbooks must be deposited to the credit of the local textbook fund and shall be used for the repair, maintenance, and replacement of textbooks.
3. If the local board determines that there is no monetary value for the surplus textbooks, with the approval of the local board of education, these textbooks may be given to students presently in attendance at a public school, donated to a nonprofit charitable organization, or donated to third world countries. As a last resort, they may be burned or buried. They may **not** be donated to a private educational agency.
4. Documentation should be kept at the local level regarding all steps taken to dispose of textbooks purchased with public textbook monies.