



DISPOSAL OF BOOKS AND INSTRUCTIONAL MATERIALS

Policy 9.16 - "Discard" books and instructional materials are those which are beyond repair, content outdated or the specific edition is no longer in print, or those which have been replaced by adopted texts.

Procedure to be followed for discard:

1. All books/instructional materials to be stamped DISCARD and must have the approval of the building principal and the program manager.
2. Where possible, every effort will be made to contact a used book distributor for purchase with any proceeds to be returned to the General Fund.
3. Donate to worthy civic, charitable, or needy educational organizations with School Committee approval.
4. Distribute, at no charge, to interested students with School Committee approval.
5. All remaining discard books or materials will be shredded or brought to the local landfill for disposal under supervision of the head custodian of the involved building.

All program managers will submit a report to the School Committee indicating the intention to discard books and instructional materials in quantities equivalent to classroom sets or larger. Discard books and materials of lesser quantities need not be reported to the School Committee.

Item	Reason for Disposal	Explain Plans for Disposal
③① AP test Prep: AP Biology 0-321-85063-5	Replaced	Best available ↓ ✓
② Campbell Biology Test Bank 0-321-64729-4	Replaced	
① Inquiry in Action AP Biology Campbell Biology 0-321-605336-6	Replaced	
① Practicing Biology student WB - Campbell Biology 0-321-605328-5	Replaced	
① Study Guide CB 0321-62942-2 Biological Inquiry CB 0321-603205	Replaced	

Cost Center Name and No.: 354 - Coordinators

Program / Department Name: Science Department

Program / Dept. Mgr.'s Signature: [Signature] Date: 5/29/19

Principal's Signature: [Signature] Date: 6/12/19

Business Manager's Signature: [Signature] Date: 6/17/19



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Item	Reason for Disposal	Explain Plans for Disposal
VHS tapes (100)	Out of Date -	Best Available Disposal ↓ ↓ ↓
Assorted	obsolete	
topics		
Physics / Biology		
Earth Science		
30 Student Express Chem DVD		
70 Modern Chemistry	003036786-7	
98 Chemistry	013 2572106	
70 Guided Reading Study UB	0-13-1903624	
30 Chemistry Lab Manual	0-13-1903594	

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67 Conceptual Physics - 978 0201466973	out of date	Best Disposal Available ↓
74 Human Anatomy & Physio. 0805716939	replaced	
39 Essentials of Anatomy & Physio 0130615676	replaced	
M&L Biology 0133664513	replaced	
33 Campbell Biology 0-13-137504-0	replaced	

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