

## **Disposal of District Property**

1. Disposal of surplus books and materials
  - a. Annually, the principal of the site will designate obsolete and nonstandard textbooks, library books and materials.
  - b. Principals may attempt to sell obsolete books or materials to commercial buyers. Moneys collected will be deposited into the general fund for use in purchasing new textbooks, library books or materials.
  - c. Principals may notify other schools, both public and private, that they have books or materials that are scheduled for disposal, that will be available for purchase as can be agreed upon.
  - d. The local historical society may be notified so representative(s) can review any books or materials deemed to have historical significance.
  - e. The books will then be marked with a DISCARD stamp and the public will be notified of availability of discarded textbooks, library books and materials by publication of a notice in a school newsletter or in a newspaper article or advertisement.
  - f. All obsolete books and materials not sold can be included in a district auction, where if not sold, then disposal can take place.
  
2. Disposal of equipment
  - a. The superintendent or designee will designate obsolete equipment.
  - b. All equipment designated for disposal will have inventory tags removed and the information given to the inventory site person for removal from the site inventory.
  - c. The person designating a piece of equipment for disposal will notify the other sites and the business office that the item is surplus. If no one is interested, then the item can be sold after public notification takes place.
  - d. All items not sold may then be discarded.
  
3. Disposal of real property
  - a. The Board will designate any properties that it deems to be surplus and dispose of the property in accordance with state law.