

**MESSALONSKEE SCHOOL DISTRICT (MSAD 47)**

**File: DN**

**SCHOOL PROPERTIES DISPOSAL PROCEDURE**

Instructional Materials, Equipment, and Supplies

The Board delegates to the superintendent the authority to dispose of textbooks and other instructional materials, equipment, and supplies which are obsolete or surplus as determined by the professional staff, in keeping with the following guidelines:

1. Before any type of disposal, a check will be made to find out if the items might be useful at another school in the school system.
2. When books or other items are considered to have resale value, companies that deal in used books and other used items will be contacted. If it is determined that they can be sold at profit, this will be arranged. The best resale will be sought, through bidding when feasible.
3. Books, materials, and equipment with no resale value may be made available without cost to nonprofit agencies which have use for them, or which may in turn sell them or otherwise dispose of them.
4. Books and paper materials for which no use is found will be offered for sale to companies dealing in wastepaper.
5. If no alternate means of disposition is found, the items will be destroyed by the most feasible method.

Current practice codified 1976.

Adopted: Date of Manual adoption.

Reviewed: November 1999

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