

## ***SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD***

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*Section* PROGRAM

*Policy Name* UNUSED TEXTBOOKS

601

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*Board Approved: March 12, 1999*

*Reviewed: March 21, 2006*

*Review Prior To: December 2011*

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### ***POLICY***

It is the policy of the Superior-Greenstone District School Board to endeavour to make the most efficient use of learning materials purchased by the Board.

### ***PROCEDURES***

#### **1.0 Annual Inventory**

Principals will, annually, identify those textbooks they have in hand for which they do not anticipate any further use.

#### **2.0 Damaged/Obsolete Textbooks**

Textbooks which are worn or damaged beyond repair, or obsolete should be destroyed at the end of each school year.

#### **3.0 Surplus Textbooks**

Textbooks which might be used by other schools in the district should be listed and the list circulated internally as directed by the appropriate system supervisor.

#### **4.0 Outside Agency**

If a service club or other public organization requests textbooks no longer needed by our schools the assigned system supervisor may make them available, provided the use proposed is a not-for-profit one, such as forwarding to a third world destination.

#### **5.0 System Supervisor**

The system supervisor assigned to deal with this matter shall give direction re the process to be followed.