

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

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*Section*                    PROGRAM

*Policy Name*            UNUSED TEXTBOOKS

601

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*Board Approved:* March 1, 2022  
October 24, 2017  
February 22, 2012  
March 12, 1999

*Reviewed:* February 8, 2022  
January 30, 2012  
March 21, 2006

*Review By:* December 2027

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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, review the school's inventory of textbooks and identify those 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 on the process to be followed.