

PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: March 18, 2011

REVISED:

108-AR-6. DISPOSAL OF TEXTBOOKS

The designated administrator will dispose of unused textbooks in the following priority order:

1. Placement in school library for use as supplemental resource.
2. Placement in classrooms for use as supplemental resources.
3. Sold to commercial used book purchases by quotation.
4. Sold to private schools by quotation.
5. Donated to recognized charitable organizations.
6. Distributed to students for use at home.
7. Discarded.