

**DISPOSITION OF OLD AND OBSOLETE INSTRUCTIONAL  
MATERIALS/TEXTBOOKS**

The disposal of obsolete and/or unusable instructional materials/textbooks is the legal responsibility of the governing board of the Monrovia Unified School District pursuant to conditions set forth in the Education code.

The Curriculum and Instruction Department will annually, or when appropriate, present a resolution to the Board of Education declaring old and obsolete instructional materials/textbooks as "obsolete." The community will be apprised of the intent to obsolete instructional materials/textbooks through postings at each site (30 days prior to disposition) and any other reasonable public means of notification available. Once the Board has officially declared the materials obsolete, the administration is authorized by the Board to dispose of the obsolete and usable instructional materials/textbooks in any of the following ways:

1. By selling any and all possible materials to a reseller/wholesale company, this would bring instructional materials/textbooks funds back into the district.
2. By selling for a nominal price for use within the State of California to any organization which agrees to use such materials solely for educational purposes.
3. By donation to teachers and/or pupils in the Monrovia Unified School District, children or adults in the State of California, other states, or foreign countries for the purpose of increasing the general literacy of the people.
4. By donation to any governing board, county free library or other state institution.
5. By donation to any public agency or institution of any other state, territory or possession of the United States.
6. By donation to any non-profit charitable organization.

Any money received by the Monrovia Unified School District from the sale of obsolete instructional materials/textbooks will be deposited into the District Instructional Materials Fund and be used solely for state approved materials.

Adopted: December 10, 2008

(Replaces: BP 6161.4 Disposition of Old and Obsolete Instructional Materials/Textbooks)

(Reviewed: April 1977)

(Revised: May 1975)

(Adopted: 1964)

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