

Sale and Disposal of Books, Equipment and Supplies

When any district-owned instructional materials, equipment, supplies, or other personal property becomes unusable, obsolete, or no longer needed, the Superintendent or designee shall notify the Governing Board and recommend whether the items be sold or disposed of by one of the methods prescribed in law and administrative regulation. Upon approval by the Board, the Superintendent or designee shall arrange for the sale or disposal of these items. This shall not apply to all materials that are part of an approved recycling program as authorized by the Board or their designee.

(cf. 6161 - Equipment, Books and Materials)

(cf. 6161.11 - Supplementary Instructional Materials)

Instructional materials may be considered obsolete or unusable when they:

1. Have been replaced by more recent editions or new materials selected by the Board and have no foreseeable value in other instructional areas

(cf. 6161.1 - Selection and Evaluation of Instructional Materials)

2. Are not aligned with the district's academic standards or course of study

(cf. 6011 - Academic Standards)

(cf. 6143 - Courses of Study)

3. Contain information rendered inaccurate or incomplete by new research or technologies
4. Contain demeaning, stereotyping, or patronizing references to any group of persons protected against discrimination by law or Board policy

(cf. 0410 - Nondiscrimination in District Programs and Activities)

5. Are damaged beyond use or repair

(cf. 1312.4 - Williams Uniform Complaint Procedures)

The Superintendent or designee shall establish procedures to be used when selling or disposing such items including equipment for which the federal government has a right to receive all or part of the proceeds. These procedures shall ensure a reasonable amount of competition so as to result in the highest possible revenue.

Legal Reference:

EDUCATION CODE

17540-17542 Sale or lease of personal property by one district to another

17545-17555 Sale of personal property

35168 Inventory, including record of time and mode of disposal  
60500-60530 Sale, donation, or disposal of instructional materials  
CODE OF REGULATIONS, TITLE 5  
3944 Consolidated categorical programs, district title to equipment  
3946 Disposal of equipment purchased with state and federal consolidated application funds  
UNITED STATES CODE, TITLE 40  
549 Surplus property  
CODE OF FEDERAL REGULATIONS, TITLE 34  
80.32 Equipment acquired under a grant or subgrant  
Management Resources:  
CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS  
California School Accounting Manual  
Standards for Evaluating Instructional Materials for Social Content, 2000

Adopted: August 3, 1981

Revised: May 4, 1992 as Disposal of Surplus/Obsolete Equipment and Materials  
March 5, 2013 changed from BP 3260 to BP 3270

LONG BEACH UNIFIED SCHOOL DISTRICT