

## Disposal Procedures: Text and Library Books

Curriculum materials are examined when new materials are evaluated in accordance with the Oregon Department of Education adoption cycle. Texts and library books are also routinely evaluated for condition, wear, and obsolete content. The examination may determine that some materials are no longer to be used and need to be discarded. Textbooks will be kept for a total of eight years, the length of time for a subject area within each adoption cycle, and discarded at the end of that time under the direction of the superintendent or designee. If in the judgement of the superintendent or designee, some curriculum instructional materials still align with the current instructional practices, materials may be kept for one additional adoption period and re-evaluated again at that time. Teachers and specialists are required to use the currently adopted materials for daily core instruction.

Instructional materials having the following characteristics should be permanently discarded:

1. Poor physical condition (i.e., yellowing pages, brittle, vandalized, torn or otherwise marred for use;
2. Outdated format (i.e., outdated visuals);
3. Obsolete and/or inaccurate material;
4. Inappropriate treatment of the subject when considered in relation to the needs of the users;
5. Mediocre or poor quality presentation of content (i.e., consider literacy, audio and visual qualities).

Materials which are to be discarded should be:

1. Stamped "DISCARD" on the inside of the cover and/or other obvious places. Each school and district site has been furnished with a stamp to be used for this purpose.
2. Discarded materials should be sent to the district operations center.
3. Discarded materials may be given to students or organizations interested in acquiring these materials for educational use. There shall be no cost to the district with

organizations being required to pick up these materials and transport them at their own expense. Instructional materials include all types of book and audio-visual materials, i.e., library books, textbooks, recordings, etc.

Outdated books and material collected from schools or other district facilities may be disposed of by the Chief Financial Officer or designee.

1. They may be sold to an official dealer as surplus.
2. They may be given to people and/or organizations interested in acquiring them for further educational use in either this country or elsewhere.
3. They may be picked up or delivered to a recycling center.