

## **DISPOSAL OF ASSETS**

### **Background**

There is need to dispose of assets no longer required for schools or District services. Ongoing monitoring of asset utilization coupled with regular disposal procedures can reduce the amount of storage space required, and through sale or “trade in” provide a means of recovering some costs. Additionally, non-profit community and/or charitable organizations may benefit from the disposal of certain assets.

As much as possible, equipment and material is to be re-used and/or recycled. When the need arises to dispose of assets, the processes outlined in this Administrative Procedure shall apply.

### **Procedures**

#### **1. Equipment and Furniture**

- 1.1. Disposal of equipment and furniture no longer required for schools or District services shall be offered for sale to the public, with the sale being suitably advertised in the local media.
- 1.2. When appropriate, certain equipment may be traded in rather than sold.
- 1.3. The District may determine that certain equipment may be sold or donated to non-profit community organizations without advertising to the public at large.
- 1.4. It is expected that equipment utilization is regularly monitored and that equipment is not needlessly stored for long periods of time.

#### **2. Library Books**

- 2.1. The Superintendent is authorized to dispose of library books that are no longer pertinent to the educational needs of students.
- 2.2. It is expected that library collections are regularly monitored for currency, relevancy and use, and that the collections are adjusted accordingly.
- 2.3. It is anticipated that consultation shall occur with the Principal prior to any larger-than-normal percentage of a collection being disposed.
- 2.4. Within financial and temporal constraints, all or part of the disposed collection shall be donated to non-profit community groups or charitable organizations whenever possible.
- 2.5. The District may authorize the sale of all or part of a disposed book collection.

#### **3. Textbooks**

- 3.1. The Superintendent, in conjunction with the school administration, is authorized to dispose of textbooks that are no longer pertinent to the educational needs of students.

- 3.2. It is expected that textbook collections are regularly monitored for use, and that the collections are adjusted accordingly.
- 3.3. It is expected that, whenever possible, principals utilize rebind procedures to enhance the 'life expectancy' of textbooks.

Reference: Sections 22, 23, 65, 85 School Act

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