

## **Disposal of Textbooks Policy**

Books that are no longer being used can be disposed in any one or a combination of the following methods:

1. Donated to students and families.
2. Sold for a reasonable price (market dictated) to anyone. Price will be the average of three listings on KSL Classifieds, Marketplace on FB, EBay, or other online vendor of used books.
3. Placed on an auction site and sold to the highest bidder.
4. Placed on a table in front of the library for teachers and staff to take for any use.
5. Donated to other schools or nonprofit agencies.
6. Damaged books can be discarded in the recycle bin.

School property may not be sold to anyone, unless the proceeds are deposited in the school's account.