

El Monte Union High School District

Curriculum and Instruction

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Memo To: Principals
APIs
APSSs
Content Specialists
Librarians / TTLs

Subject: Disposal of Textbooks
Procedures

From: **Kirk McGinnis**
Director of Research and Curriculum
District Instruction Office

Date: February 28, 2022

Per District Board Policy 3270 (Admin. Regulation 3270), there are some procedures that must be adhered to for the disposal of obsolete textbooks. Please review the following process for the disposal of obsolete instructional materials:

1. Complete the *Textbook Discard Form* (see-attached sample) and e-mail one copy to the Director of Curriculum & Instruction, Kirk McGinnis (kirk.mcginis@emuhsd.org). Once reviewed and approved, the Curriculum & Instruction Office will send documents to Purchasing (purchasing@emuhsd.org).
2. The District Warehouse will make arrangements within 5 days of receiving the request to have the books picked up at the site and taken to the warehouse.
3. When the books are picked up from the site, a signature must be obtained on the *Textbook Discard Form* from the employee picking up the texts. Keep a copy of the signed form for your records.
4. During this procedure for discarding of texts, adjust your site textbook inventory to reflect the change.
5. Once the textbooks are at the warehouse, the Director of Purchasing will submit the books to the Board for approval to donate or discard. This also includes single copies of textbooks, examination samples and all teacher kits supplied by the publisher. Purchasing will make efforts to properly dispose (donate, sell, or discard).

Thank you for your assistance.

2 Attachments: Textbook Discard Form
District Board Policy 3270

CC: Dr. Edward Zuniga
Larry Cecil
Wael Elatar
Directors
Information Services