

Business and Non-Instructional Operations

Sales & Disposal of Books, Equipment & Supplies

Disposition of Outdated Books

When equipment, books and materials become worn out, obsolete, surplus, or otherwise unusable in the schools, the Superintendent returns the books, material, and/or equipment to the Town by means of an inventory list. If the Town does not want these books, materials, and/or equipment, the Superintendent may dispose of them as detailed below.

Equipment may not be sold directly to individuals. Any proceeds from disposition of equipment or supplies shall be deposited in the town general fund.

The Board of Education may, upon recommendation of the Superintendent of Schools, authorize the disbursement or destruction of outdated textbooks which are no longer useful to the educational program, provided that such books are a minimum of seven years old and have been determined obsolete by the professional administrative staff.

When books are sold either to used book vendors or shredders, this money must be returned to the Town general fund.

Legal Reference: Connecticut General Statutes

[10-220](#) Duties of boards of education.

[10-240](#) Control of schools.

[10-241](#) Powers of school districts.

Policy adopted: April 26, 2004