

## **Business and Non-Instructional Operations**

### **Sales & Disposal of Books, Equipment & Supplies**

#### **Disposal of Outdated Books**

When equipment, books and materials become worn out, obsolete, surplus or otherwise unusable in the schools, the Superintendent may authorize their disposal in a manner to the district's best advantage.

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

The Board of Education, upon recommendation of the Superintendent of Schools, may authorize the disbursement or destruction of outdated textbooks which are no longer useful to the educational program, provided that such books are a minimum of ten years old and have been determined obsolete by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 City's general fund. If and when such books are given to the PTA/PTO, the PTA/PTO may dispose of them as they wish. Any monies received therefrom may be retained in the PTA/PTO account.

*Legal References:*      *Conn. Gen. Stat. §§10-221; 10-240; 10-241*  
*Charter of the City of New Haven, Art. XXIX, § 150*