

## 5203 Textbook Replacement & Disposal Policy

1. Maeser supplies each of its students with textbooks in order to support and enhance learning.
  - a. Students are expected to use textbooks, care for them and return them in good condition.
  - b. Students who destroy or do not return textbooks will be charged a textbook replacement fee.
    - i. Replacement value shall be processed through the Board or designee of the school in which the book was originally assigned.
    - ii. Textbook replacement fees can be found on the Maeser Fee Schedule which is updated annually.
2. Textbook Distribution
  - a. Teachers are responsible to distribute and keep a master list of students who have received a textbook.
  - b. Review and inventory of textbooks takes place up to twice a year.
  - c. A list of students who have not returned their books or whose books are damaged will be sent to the Finance Manager for student accounting. Fees will be assessed at replacement value.
3. Disposal of Textbooks
  - a. Maeser shall dispose of the surplus in the most cost effective and efficient manner attempting to recoup the maximum value.
  - b. Whenever possible and practical, attempts to dispose of the surplus might include the following before disposing as trash or refuse:
    - i. Return the property to the original supplier for credit;
    - ii. Issue a competitive request for offers;
    - iii. Hold a public auction or surplus sale; or
    - iv. Sell as recyclable scrap material.

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