



## **Administrative Regulation 6161.5 DISPOSAL OF OBSOLETE INSTRUCTIONAL MATERIALS**

**Responsible Office(s):** Office of Academics, Department of Curriculum & Instruction

### **PURPOSE**

This administrative regulation shall describe the guidelines related to the disposal of obsolete instructional materials in the Washoe County School District ("District").

### **REGULATION**

1. Non-consumable instructional materials become obsolete for a variety of reasons, among them:
  - a. They are to be replaced by updated materials;
  - b. The adoption cycle has expired (NAC 390.050); and
  - c. They are torn, defaced, or damaged to the extent that the item is not economically repairable.
2. The Office of Academics, in cooperation with the Office of Business and Finance's Purchasing Department, is responsible for directing the disposal of instructional materials classified as obsolete by the District.
3. Schools will contact the Instructional Materials Program Coordinator to determine if the textbooks are still adopted for use in the District. Unused adopted textbooks will be returned to the District's Textbook Depository for distribution to needful schools.
4. Obsolete textbooks will be sold to a materials reclamation company contracted and approved through the Purchasing Department.
5. Damaged and unusable textbooks will be recycled. Books should not be thrown away in trash cans.
6. The District, in accordance with the Attorney General Opinion Number 106, December 7, 1972, will make available obsolete instructional materials to students and parents or guardians, community members, and nonprofit organizations within Washoe County. Books disposed of in this manner will contain an appropriate inscription indicating that the book is no longer needed in the District. It is the responsibility of the building principal to see that materials disposed of in this manner has affixed the proper inscription.

## **DEFINITIONS**

1. Instructional materials – Any District purchased materials in a given content area used for instructional purposes.

## **DESIRED OUTCOMES**

1. Through the establishment of this regulation, and any accompanying governing documents, the Board of Trustees assures the correct procedure for the disposal of obsolete instructional materials.

## **IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS**

1. This administrative regulation reflects the goals of the District's Strategic Plan.
2. This administrative regulation aligns with the governing documents of the District, to include:
  - a. Board Policy 6160, Instructional Materials: Selection, Adoption and Disposal
  - b. Administrative Regulation 6161, Media Selection
  - c. Administrative Regulation 6181, Standards Enhancements and Course Revisions; and, Textbook/Materials Selection and Adoption
3. This administrative regulation aligns with Nevada Revised Statutes (NRS) and Nevada Administrative Code (NAC), to include:
  - a. Chapter 390, Textbooks and Library Books
    - i. NRS 390.140, Final selection by State Board; exception for charter schools; accurate portrayal of cultural and racial diversity of society
    - ii. NRS 390.230, Use of prescribed textbooks; exceptions; penalty
    - iii. NAC 390.050, Compliance with schedule for adoption of textbooks and electronic media
  - b. Nevada Attorney General's Opinion 106, 12-07-72

## **REVIEW AND REPORTING**

1. This administrative regulation shall be reviewed as part of the bi-annual review and reporting process, following each regular session of the Nevada Legislature. The Board of Trustees shall receive notification of any required changes to the guiding policy as well as an audit of the accompanying governing documents.

2. Additional administrative regulations and/or other associated documents may be developed as necessary to implement and support this administrative regulation.

**REVIEW HISTORY**

Date	Revision	Modification
07/24/1973	1.0	Adopted
09/22/1992	2.0	Revised
11/05/2014	3.0	Revised: title changed to "obsolete" from "discontinued"
3/15/2016	4.0	Revised: added Regulation #'s 3, 4 and 5