

DN School Property Disposal

Instructional Materials, Equipment, and Supplies

The Agawam School Committee delegates to the Superintendent the authority to dispose of textbooks and other instructional materials, equipment, and supplies which are obsolete or surplus as determined by the professional staff, in keeping with the following guidelines:

1. The Superintendent will notify any other authorities (i.e. appropriate city officials and/or state or federal agencies) which have any interest in the property and secure their permission for the sale or other disposal.
2. Before any type of disposal, a check will be made to find out if the items might be useful at another school in the school system.
3. When books or other items are considered to have resale value, companies that deal in used books and other used items will be contacted. If it is determined that they can be sold at profit, this will be arranged. The best resale will be sought, through bidding when feasible.
4. Books, materials, and equipment with no resale value may be made available without cost to non-profit agencies which have use for them.
5. Books and paper materials for which no use is found will be offered for sale to companies dealing in wastepaper.
6. If no alternate means of disposition is found, the items will be destroyed by the most feasible method.

CROSS REF.: DID, Inventories