

POLICIES, GUIDELINES AND PROCEDURES

SUBJECT	N.E.P.N. CODE
DISPOSITION OF PROPERTY: PRINT MATERIALS	DN-I

I. POLICY

The Louis Riel School Division believes that procedures for the disposition of a divisional school's obsolete print materials should:

- strive to model and uphold the highest ethical standards;
- consider practices that serve students' best interests;
- consider practices that support sustainable development principles.

II. GUIDELINES

A. Teachers, teacher-librarians and administrators shall:

1. periodically evaluate print materials according to standards congruent with the educational priorities of the Division;
2. identify as "obsolete" those materials which no longer meet the above standards;
3. recommend to the school's Principal that materials identified as "obsolete" be culled from the school's collection of learning resources.

B. For the purposes of this policy, "print materials" shall include textbooks and other curriculum materials, including classroom, library and resource centre books and materials.

C. The school Principal shall have the authority to dispose of a school's obsolete print materials as outlined in the **PROCEDURES** below.

III. PROCEDURES

A. The school Principal shall seek and consider the advice of the teacher-librarian to determine whether print materials are obsolete and, if so, to identify the most suitable method of disposition.

Adopted:	March 21, 2006	Legal References: Section 67, Public School Act (Manitoba)
Revised:	February 5, 2019	

	DISPOSITION OF PROPERTY: PRINT MATERIALS	N.E.P.N. CODE:	DN-I
--	---	---------------------------	-------------

- B. When obsolete print materials have been identified as suitable for distribution to students or the community, the materials will be clearly marked as such. The school Principal may then authorize that they be:
1. gifted to the school's students;
 2. donated to a local not-for-profit charity; or
 3. advertised on the school's public website and given at no cost to members of the school and/or divisional community.

The final disposition of any remaining obsolete print materials will occur following consultation with the Manager of Accounting and Purchasing to determine an appropriate or advantageous method.

- C. When obsolete print materials have been identified as unsuitable for distribution to students or the community, the school Principal shall consult the Manager of Accounting and Purchasing for advice about their disposition.

Adopted:	March 21, 2006	Legal References: Section 67, Public School Act (Manitoba)
Revised:	February 5, 2019	