

**DISPOSAL OF OBSOLETE, DISCARDED TEXTBOOKS,
LIBRARY BOOKS, FURNITURE, AND EQUIPMENT**

Under certain conditions as stated here books shall be discarded by the Mansfield Public Schools.

1. A book shall be discarded, or its use discontinued, when any one or a combination of the following conditions exists:
 - A. When material contained therein is out-dated and no longer useful to the Mansfield Public Schools.
 - B. When the book is so badly damaged that rebinding is impractical.
 - C. When a new text is adopted by the School Committee which will supplant the old text.
 - D. When the circulation control of a library book suggests that there is no need of multiple copies and only one copy shall be retained on the library shelves.
2. Furniture and equipment that is considered obsolete and no longer needed for educational purposes with an estimated value of more than \$500 shall be offered for sale to the general public either by bid or at a public sale, unless said item is considered a hazardous material. Items remaining after such sale will be discarded.