



Administrative Procedure 4670 SURPLUS TEXTBOOKS - DISPOSAL

Responsibility: Superintendent, Business Services
Legal References:

Related References: *AP4110 Selection and Reconsideration of Educational Resources*
AP4360 Principles of Business Conduct for Board Employees
Ministry of Education's Guidelines for Approval of Textbooks (2008)

Revisions: May 2007, October 2015, September 2019
Reviewed: May 2016, September 2024

1. Preamble

The following procedure outlines the process to be followed in the event that a school has surplus textbooks destined for disposal or where the condition is such that another site may use them.

2. Principles of Purging Textbooks

2.1 Purging is a continual re-evaluation of existing textbooks, removing editions that no longer meet the curriculum expectations established by the Ministry of Education. A textbook should be purged from a classroom or library collection if:

- content is outdated, inaccurate or irrelevant (no longer supports curriculum);
- worn or damaged beyond repair;
- no longer in demand and has not circulated for a significant period of time;
- target audience is no longer part of the school; or
- a new edition is procured.

2.2 When a textbook is withdrawn from a collection based on one or more of the criteria listed above, it should not be offered to another school site within the Waterloo Region District School Board (WRDSB), as the same criteria for selection and withdrawal applies.

3. Procedures

3.1 For large purging, schools can request appropriate book recycling totes from Distribution Services via email: procurement-distribution@wrdsb.ca. Distribution will arrange for the purging totes to be delivered onsite by the contracted shredding company. The totes will be left for a predetermined period of time, after which, the contracted shredding company will pick them up.

3.2 Where the textbooks are current but considered surplus, the school may transfer the textbooks to other schools in need.

3.3 The WRDSB may also, from time to time, contact charitable/not-for-profit agencies in the community who may have a need for surplus textbooks to make arrangements for donation. Listed below are some reputable agencies schools have worked with in the past (schools are not limited to contacting those listed below):

- House of Friendship – Kitchener, ON (519) 742-8327
- Literacy Group of Waterloo Region – Kitchener, ON (519) 743-6090