



The district will follow Utah Code R277-433-3 for the disposal of textbooks.

**Definition:** "Textbook" means a hard copy book or printed pages of instructional material, including consumable workbook.

**Condition:**

- Textbooks in good condition and usable follow the Procedure for Disposal of Textbooks.
- Textbooks which are in such deplorable condition, outdated, unusable or cannot be transferred, resold, or given away, shall be stamped "discarded" and destroyed.

**Procedure for Disposal of Textbooks**

Step #1 Complete the Disposal of Textbooks Form.

Step #2 Email a copy of the Disposal of Textbooks Form to all appropriate Uintah School District schools.

- If no other school within the district is interested in the textbooks continue to Step 3.

Step #3 Send a copy of the Disposal of Textbooks Form to Jayme Leyba [jayme.leyba@uintah.net](mailto:jayme.leyba@uintah.net).

Step #4 Send a copy of the Disposal of Textbooks Form to [caren.johnson@schools.utah.gov](mailto:caren.johnson@schools.utah.gov) at USBE to distribute to districts and charter schools throughout the state.

- After a reasonable amount of time, if no other school throughout the state makes a request to purchase the textbooks. Continue to Step 5.

Step #5 Contact a Buyback vendor such as Superior Text or Textbook Warehouse.

- If buyback vendors are not interested in the textbooks, continue to Step 6.

Step #6 Dispose of the textbooks in one of the following ways:

- Donate to Uintah School District Clearinghouse by contacting Vernie Heeney [uintahschfoundation@uintah.net](mailto:uintahschfoundation@uintah.net)
- Expectable items include classroom supplies in good shape that other teachers will use, such as fiction and non-fiction reading books.
- Textbooks which cannot be resold, shall be stamped "discarded" and destroyed.