

R 7300.1 TEXTBOOK DISPOSAL

Per 18A:3403, the disposal of all textbooks in the State of New Jersey requires posting on the NJ Textbook Sharing Website. If you would like to dispose of a textbook, please adhere to the following:

1. Notify the **Assistant Superintendent or designee** in writing of the name of the text, ISBN Number, copyright date, and number of texts to be removed. A brief summary stating the reason for disposal is required.
2. The **Assistant Superintendent or designee** will seek Board of Education approval for the disposal of the textbook.
3. Once approved for disposal, the book will be posted on the NJ Textbook Sharing Website: <http://education.state.nj.us/textbook/>

District Code- 4330

School Codes-

CG- 057

FB- 065

IR- 070

SH- 080

RMS- 075

RHS- 050

4. The text must be retained by our district for one hundred twenty (120) days following the posting.
5. If another school district in New Jersey requests the textbooks, the Assistant Superintendent will arrange for delivery at the receiving district's expense.
4. Textbooks over ten (10) years old are not subject to the posting process and may be disposed of following Board of Education approval.

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Revised:

