
**CARROLL COUNTY PUBLIC SCHOOLS
ADMINISTRATIVE REGULATIONS**

BOARD POLICY DNN: SCHOOL PROPERTIES DISPOSITION

DISPOSITION OF SURPLUS EQUIPMENT

- Computers:
 - Schools would notify Purchasing when surplus computer equipment would become available
 - Technology Services would make the determination as to the useful life of the equipment in relationship to current curriculum needs. Technology Services would determine if: another school or cost center could benefit from this equipment; if repairing or upgrading the equipment would be warranted; the equipment could have value to another organization either within CCPS or within the community; or the equipment has no value and therefore should be disposed of by donation to the Phoenix Project - Baltimore.
 - Upgrading and/or transferring equipment within CCPS has first priority.
 - Equipment that has been determined to still have a useful life, but does not meet CCPS curriculum needs can be donated to another organization within CCPS. These organizations, i.e. Families Learning Together, EEEP, etc. will be approved by the Superintendent. Approved organizations must put their equipment requests in writing to Technology Services, where they will then be placed on a waiting list for equipment as it becomes available.
 - Any remaining computer equipment will be offered first to private and/or parochial schools within the county, and then to other school systems.

- Textbooks:
 - The removal of obsolete textbooks will be done on a semi-annual basis; June and November.
 - All obsolete books must be listed, indicating the title, publisher and copyright date. All lists must be approved by the appropriate Curriculum or Media supervisor.
 - A book recycling service will purchase these books from CCPS, with the funds being returned to the schools for the purchase of new text and media books. The pick-up of obsolete books will be done at each school, provided that they have met the minimum requirements as established by the book recycling service.

- Furniture and Equipment:
 - The Purchasing Department will determine whether property is obsolete, surplus, and/or of no further use to CCPS
 - The disposal of surplus, obsolete, or salvageable equipment and property shall be by one of the following:

- * Placed in a warehouse facility for future use within CCPS
- * Sold by sealed bid only after a determination has been made that no other school within CCPS has a need for this equipment.
- * Taken to Auction, with the proceeds going to a CCPS financial account.
- * Donated to other schools, i.e., private or parochial within the county, other public school systems, or other Carroll County Governmental agencies.
- * Appropriately disposed of if determined to be of no value, i.e. recycle, salvage, trash.