



**DISTRICT SCHOOL BOARD  
ONTARIO NORTH EAST**

**Policy No. 1.2.11**

**Section: System Policies and Procedures**

**Related References:**

**Appendices:**

**Approved: November 5, 2003**

**Revised: February 19, 2013**

**Review Date:**

---

**TITLE: Managing Surplus or Obsolete Furniture, Equipment and Books**

**1.0 Rationale:**

Public funds have been allocated to purchase furniture, equipment and books.

It is the intent of DSB Ontario North East to maintain all of its assets and to make maximum use of resources.

From time to time, it may be necessary to dispose of used or obsolete furniture, equipment, and books.

**2.0 Definitions:**

“books” -includes textbooks, library books, and reference or resource books in schools and Board offices

**3.0 Policy:**

The disposal of surplus or obsolete furniture, equipment and books will be done in a fair and transparent manner.

## PROCEDURES:

### ADMINISTRATIVE REGULATIONS

1. Equipment is considered obsolete when it is no longer useful either because of changes in safety standards, technology or educational needs.
2. Equipment may be considered surplus when it has not been used for a period of a full school year.
3. Schools and departments shall endeavour to clear out unused furniture and equipment regularly to ensure safe and appropriate use of space.
4. The Manager of Property and the Manager of Information Technology Services will, periodically, request that principals, superintendents and appropriate Information Technology Services coordinators submit a list indicating the surplus furniture and equipment in the school and/or office.
5. A summary listing all available furniture, equipment and books will be circulated to the schools and offices. Allocation will be based on the needs of the system and the feasibility of provision.
6. The receiving school will bear the costs incurred in relocating furniture and equipment.
7. All items that are surplus to the system may be sold through a fair public process. The process would ensure that all individuals have equal access to the items available for sale.

The public may be defined as the parents, students and staff of the school or the community at large.

All such sales shall be on an "as is" basis wherein prior to agreement to purchase, the purchaser shall be advised that the sale is on an "as is" basis and that the Principal, the School and District School Board Ontario North East shall not be responsible for any defects or deficiencies with respect to the sale of the said item.

Profits from sales will go to the appropriate department or school responsible for the sale.

8. Written approval for the sale of items whose current value exceeds \$250.00 must be obtained from the Superintendent of Business. Profit from such sales will be allocated in consultation with the Superintendent of Business.

Items with a current value of \$250.00 or less may be disposed of by a school or department through a fair public process. Profits from sales will be for school use.

9. After the above procedure is followed, the Managers will dispose of all remaining furniture and equipment in a manner that is safe and in compliance with the appropriate laws/legislation.
10. The Principal will be responsible for the appropriate disposal of obsolete books at the school.
11. Furniture and/or equipment which becomes surplus to an individual no longer acting in their capacity with the Board will be returned to the appropriate manager and subject to those operational procedures.
12. Items in a school through donations or fundraising become the property of the school and therefore the Board who shall assume the required liability.

Any profits from the disposal of surplus furniture and equipment, which has been purchased through fundraising or donated to a particular school, shall be allocated in consultation with the Superintendent of Business. Proof of such ownership must be available.

13. If any disposals involve articles deemed to be of significant historical or cultural value, the following will be taken into account and accommodated as appropriate:
  - a. the significance of the article to the system and the possibility of retention;
  - b. the feasibility of external archiving;
  - c. the possibility of transfer to an appropriate authority such as a historical society, municipality, institute, etc.

## OPERATIONAL PROCEDURES

1. A list of surplus furniture and equipment will be submitted periodically to the Manager of Property and the Manager of Information Technology Services by the school principal on or before the end of March.
2. The listing will outline the pertinent facts about each item.
3. The Managers will summarize the school lists, which will be submitted to the school principals and regional offices before the end of April.
4. Requests by schools/offices for items on the list are to be submitted to the appropriate Manager by the end of May who will allocate the items based on the needs of the system.
5. The Managers may choose to store or otherwise allocate furniture and equipment, which is not currently required.
6. The following procedures will be followed for the disposal of obsolete books.
  - a. All books to be disposed of will be stamped "Discard".
  - b. Books that are beyond repair will be destroyed.
  - c. Books that are out of date and no longer required in the school may be distributed to students who may wish to have them for extra reading.
  - d. Through communication with all appropriate schools in the Board, the principal is responsible for ensuring that no further use can be made of obsolete books as supplemental texts in any school in the system.
7. All obsolete or damaged library books may be donated or sold through a fair public process. Profits from sales will go to the appropriate department or school responsible for the sale.
8. Each and every public sale of furniture and/or equipment shall be made on the strict and expressed condition to the vendor, prior to agreement to sell the said furniture and/or equipment to the vendor that the sale is on an "as is" basis and that neither the principal involved in the sale, nor the school involved, nor District School Board Ontario North East shall be responsible for any defects or deficiencies with respect to the said item of furniture and/or equipment.