
SCHOOL DISTRICT NO. 36 (SURREY)

No. 5702.1

REGULATION: RECYCLING & DISPOSAL OF CONSUMABLE LEARNING RESOURCES

The school district has need to dispose of various print, non-print, and media materials as these materials are no longer of instructional value for the purpose for which they were purchased.

Print, non-print, and media materials shall be weeded from collections and stocks following established procedures and, if desirable and economically feasible, be made available to district services and then to community services. Any costs associated with preparing, storing, and transporting materials and managing community contacts will be funded by the school district as appropriated by the Board.

Where it is not desirable or economically feasible to offer such materials for use, they shall be collected and organized for recycling. It is preferable that this be done for profit or at no cost to the school district. Where there is associated cost for processing, storing, transporting and recycling or disposal, it will be met by the school district.

The final disposition of print, non-print, or media learning resources shall be the decision of the Director of Instruction, Curriculum and Instructional Services (C&IS). Arrangements for recycling and disposal shall be made through the Manager, Service Operations.

1. WEEDING AND DISCARDING

Policies and procedures for weeding/discarding, recycling and disposing of library and recommended learning resources shall be updated regularly and circulated, to all schools and facilities housing such materials, by the Director of Instruction (C&IS).

2. RE-USING

Following the weeding of print, non-print, and media learning resources, processed materials may be made available for use to other district services if doing so does not violate copyright laws.

Any remaining materials are made available to recognized non-profit community services provided that there is no cost to the district in advertising, storing or transporting such materials. Coordination and liaison with the community for this service will be provided through the Director of

Cont'd...

**REGULATION: RECYCLING & DISPOSAL OF CONSUMABLE
LEARNING RESOURCES**

Instruction (C&IS). These materials will be placed in GREEN boxes labeled "REUSE" for proper handling and storage.

2.1 The procedure to contact community organizations is:

- (a) Survey all Surrey service clubs and/or not-for-profit organizations with a potential interest in the materials and compile a data base of organization names, contacts, addresses, etc.
- (b) Compose a form letter to all organizations listed in (a) above (see Appendix attached).
- (c) Compile a data base of organizations from whom we receive a positive reply.
- (d) Circulate the list of interested organizations to schools with a memo informing schools they may contact them directly to pick up boxes of redundant learning resources.
- (e) Request that schools inform a contact at the district level when they use the new process so that the effectiveness may be monitored.
- (f) Any learning resources not collected in a reasonable time frame by a service organization would be shredded as per section 3.

3. RECYCLING

Print, non-print, and media learning resources that cannot be re-used, will be prepared for recycling where recycling is appropriate—it may not be possible to recycle some materials such as films (see 4. below). Materials for recycling will be boxed in BLUE boxes labeled "RECYCLE" and transported according to the agreement(s) between the Board and recycling agent(s).

Procedures for storing and transporting all recycling and disposal materials shall be updated regularly and circulated to schools and facilities by the Manager, Service Operations.

Cont'd...

**REGULATION: RECYCLING & DISPOSAL OF CONSUMABLE
LEARNING RESOURCES**

4. DISPOSAL OF NON-RECYCLABLE

Only those print, non-print, and media learning resources and other consumable waste materials, which cannot be re-used or recycled, shall be disposed of following cost efficient and environmentally responsible procedures developed by the Manager, Service Operations. Materials for disposal will be boxed in RED boxes labeled "RELINQUISH".

Revised: 1999-06-08
Approved: 1992-11-12

APPENDIX
TO REGULATION 5702.1 - Recycling & Disposal of Consumable Learning Resources

Sample of Form Letter

Company
Address
City
PC

Dear Sirs:

From time to time, Surrey schools have a need to dispose of redundant learning resources. These books and other materials have been offered to various Surrey schools/teachers but some remain as surplus.

These learning resources are not useful because they:

- contain outdated information
- are in poor condition
- contain information which is no longer part of the curriculum
- have been superseded by new editions.

The Surrey School District would like to dispose of these learning resources in a socially and environmentally responsible manner at no cost to the school district and taxpayers. If your organization has the interest and means to pick up and transport these items from our schools and put them to good use, please contact us by _____.

(Date)

If we receive a positive response, further information will be sent to you. In the meantime please contact _____ at _____ if you have questions.

(Name)

(Phone)

Yours truly,