**Section 350.25 Disposal Procedures**

a) Textbooks received under the Textbook Loan Program *may not be disposed of out-of-state or sold without the prior approval of the State Board of Education* (Section 18-17 of the School Code) as provided in subsection (b) or (c) of this Section.

b) Disposal of Textbooks on Loan for Less than Five Years

 Textbooks on loan for less than five years that a recipient determines are no longer needed (e.g., elimination of program, wear, adoption of new textbooks) shall be disposed of in the following manner:

1) On a form provided by the State Superintendent of Education, the recipient shall submit to the State Superintendent a list of textbooks that are no longer needed, giving the International Standard Book Numbers (ISBN), quantity, grade level, and titles of the materials. If no ISBN is given for the materials, then a description must be provided of the materials that are no longer needed.

2) The State Superintendent of Education shall attempt to relocate these textbooks to other Illinois schools.

A) A list of all textbooks that are no longer needed shall be made available to all eligible applicants no later than September 30 of each year.

B) Requests for these textbooks shall be honored on a first-come, first-served basis.

C) The sending and/or receiving schools shall notify the State Superintendent of the exchange of textbooks purchased through the Illinois Textbook Program.

D) Receiving schools shall be responsible for all transportation arrangements and for all costs incurred in the transportation of the textbooks from the sending school.

3) Textbooks that cannot be relocated by the end of January to another Illinois school pursuant to subsection (b)(2) of this Section may be disposed of pursuant to the exemption from the Illinois Property Control Act that has been granted by the Director of the Department of Central Management Services. Upon request, a copy of the exemption will be provided to recipients that seek to dispose of textbooks pursuant to this subsection (b)(3).

c) Disposal of Textbooks on Loan for Five Years or More

 Textbooks on loan for five or more years may be disposed of in such a manner as the school board, nonpublic school or other eligible school determines, including out-of-state disposal or sale, provided that:

1) The school administrator provides written or electronic notification to the State Superintendent of Education of the recipient's intent to dispose of the textbooks. This notification shall:

A) Provide a list of textbooks that are no longer needed, which shall be reported to the State Superintendent giving the International Standard Book Numbers (ISBN), quantity, grade level, and titles of the materials. If no ISBN is given for the materials, then a description must be provided of the materials that are no longer needed.

B) Cite the proposed method for disposing of the textbooks.

2) Textbooks shall not be disposed of less than 30 days after notification to the State Board. If the State Superintendent identifies a disposition that better conserves public resources or better serves the interests of the public, then the State Superintendent shall, within 30 days after notification, arrange with the school to dispose of the materials in some alternative manner. If the State Superintendent does not arrange for any other action within 30 days, then the school shall dispose of the books as indicated in the notice to the State Superintendent.

(Source: Amended at 32 Ill. Reg. 4836, effective March 21, 2008)