



## **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

**Equipment:** refers to items kept, furnished, or provided for a specific purpose

**Furniture:** includes large moveable equipment, such as tables and chairs used to make an office or other space suitable for working

**Obsolete:** any asset, equipment or fixture that is no longer useful, because of damage, out of date or no longer needed due to changes in technology or delivery of programs

**Surplus:** any asset, equipment or fixture that has not been used for a period of a full school year

### **3.0 Policy**

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