

Disposal of Surplus Textbooks and Media Books

QUESTION: What are considered surplus textbooks and media books?

ANSWER: Books that are not usable, due to age or condition and/or have been replaced by a new curriculum adoption.

Please do the following with any surplus books at your location:

1. Put books in boxes (not overflowing) and tape shut.
2. Stack books at a central location such as the office.
3. Mark boxes as "D.O. SURPLUS BOOKS" or print the sign (see next page) and tape it to surplus boxes.
4. **Boxes will be picked up by the warehouse truck twice yearly on the dates below. If boxes are not ready for pick-up on these dates then the school must store them until the next available pick-up date. Please DO NOT send or bring surplus books to the district office and drop them off.**
 - **PICK-UP 1 – Monday & Tuesday Before Thanksgiving**
 - **PICK-UP 2 – 2nd Week of June**
5. Surplus books will be redistributed as needed or stored at a District Office storage unit until disposal.
6. Surplus books are disposed of by Follett as part of a State contract. Surplus books that do not have a market value and do not meet donation guidelines are recycled by Follett. Visit [Follett's Website](#) for more information.

For more information regarding surplus materials, please contact Emily Rigby.

Emily.Rigby@ccsdut.org or 435-752-3925.

D.O.
SURPLUS
BOOKS