



TEXTBOOK SURPLUS INSTRUCTIONS 2018

Teaching & Learning Office

Below is the list of acceptable and non-acceptable items for the annual Textbook Surplus. Acceptable items must be in good+ condition. If not, please recycle or discard at your school. Non-acceptable items should not be included with your surplus. Recycle or discard those items at your school. Please note that this list is firm. If you have questions about certain items being acceptable, contact Robin Nordquist.

| Acceptable Items in Good+ Condition | Non-Acceptable Items |
|-------------------------------------|--------------------------|
| Student textbooks | CDs and DVDs |
| Teacher's editions | Video and cassette tapes |
| Unused student workbooks | Notebooks/Binders |
| Library books and/or novels | Math manipulatives |

TEACHERS:

- Keep your Textbook Surplus separate from your other surplus items, e.g. computers, furniture, etc.
- Pack acceptable textbook surplus in boxes that are sturdy and undamaged. Boxes must have flaps or a lid so that they can be closed and stacked.
- Fill out a *Textbook Surplus Form* for each box. (If needed, you can find this form on the RSD website under Staff Resources/Employee Forms. Do not use the Equipment Inventory Control Form.) It's not necessary to list each individual book on the form. The description can be general, for example, "Math Workbooks".
- Tape the completed form to the side of the box so it's clearly visible. Do not tape the form to the top of the box.
- **DO NOT SEAL BOXES WITH TAPE OF ANY KIND! All boxes have to be open for the Public Sale and it's faster/easier to open 200+ boxes if they're not taped shut.**
- Do not contact Robin or Maintenance to schedule a pick up from your school.

SECRETARIES:

- **By June 28** -- Email Robin the following info: 1) location of the boxes for pick up at your school, and 2) the estimated number of boxes.
- **July 5** -- Maintenance will pick up your Textbook Surplus on this date.



TEXTBOOK SURPLUS FORM 2018

Teaching & Learning Office

Teacher: _____

Grade: _____

School: _____

Date: _____

| Quantity | Title of Book or Description | Grade Level |
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Instructions:

- Pack acceptable items (see list) in boxes that have flaps or lids so they can be closed and stacked.
- Complete a separate *Textbook Surplus Form* for each box. Tape the completed form to the side of the box so it's clearly visible. Do not tape the form to the top of the box.
- **DO NOT SEAL BOXES WITH TAPE OF ANY KIND! All boxes have to be open for the Public Sale and it's faster/easier to open 200+ boxes if they're not taped shut.**