



Building Bridges to the Future

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TEXTBOOK SURPLUS INSTRUCTIONS 2016

Teaching & Learning Office

Below is the list of acceptable items for the annual Textbook Surplus. Items that are not on this list, such as videotapes, notebooks or binders, CDs, DVDs, math manipulatives, etc., will not be accepted and should be recycled or disposed of at your building. Please check with your custodian if you have recycling questions.

Acceptable items to surplus:

Recycle items in poor condition at your building.

- Student textbooks
- Teacher's editions
- Unused student workbooks
- Library books and/or novels

Task	Responsibility
Keep your Textbook Surplus separate from your other surplus items, e.g. computers, furniture, etc.	Teachers
Pack the acceptable items (see list above) in boxes that are undamaged and have flaps or lids so that they can be stacked. Fold over the flaps or attach the lid to seal the box. Do not use tape.	Teachers
Fill out a <i>Textbook Surplus Form</i> for each box. In the <i>Title of Book or Description</i> column, you don't need to list each individual book. The description can be general, for example, "Math Textbooks".	Teachers
Tape the completed list to the <u>side</u> of the box so it's clearly visible. Do not tape it to the top of the box.	Teachers
Use another blank <i>Textbook Surplus Form</i> as your master list. This master list will be a summary of all of your books being surplus. List the quantity of boxes, title of book or content area, and grade level. For example, if you have a total of 3 boxes of math textbooks, write on this list: "3 boxes, Math Textbooks, Grade X." It's not necessary to list each box on a separate line. Give the completed list to your secretary.	Teachers
Copy all master lists and send them to Robin via district mail or email.	Secretary
BY JUNE 22 -- Email Robin the following info: a) location of the boxes for pick up, and b) estimated number of boxes.	Secretary/Principal
JUNE 27 -- Maintenance will pick up your Textbook Surplus on this date.	Secretary/Principal/ Custodian

