



TEXTBOOK SURPLUS INSTRUCTIONS 2017

Teaching & Learning Office

Below is the list of acceptable items for the annual Textbook Surplus. If any acceptable items are in poor condition, don't include them with your surplus. Recycle or dispose of them at your building. Please check with your custodian if you have recycling questions.

Items that are not on this list, such as videotapes, notebooks/binders, CDs, DVDs, cassette tapes, math manipulatives, etc., are not acceptable and should be recycled or disposed of at your building.

Acceptable Items to Surplus:

- 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.	Teacher
Pack the acceptable items (see list above) in boxes that are sturdy and undamaged. Boxes should be closed with folded-over flaps or a lid so that the boxes can be stacked. Do not use tape to seal the boxes.	Teacher
Fill out a <i>Textbook Surplus Form</i> for each box. (You can find this form on the RSD website under Staff Resources/Employee Forms.) You don't need to list each individual book on the form. The description can be general, for example, "Math Workbooks".	Teacher
Tape the completed form to the <u>side</u> of the box so it's clearly visible. Do not tape the form to the top of the box.	Teacher
BY JUNE 29 -- Email Robin the following info: a) location of the boxes for pick up, and b) estimated number of boxes.	Secretary/Principal
July 6 -- Maintenance will pick up your Textbook Surplus on this date.	Secretary/Principal/ Custodian



TEXTBOOK SURPLUS FORM 2017

Teaching & Learning Office

Teacher: _____

Grade: _____

School: _____

Date: _____

Quantity	Title of Book or Description	Grade Level

Instructions:

- Complete a separate form for each box. You don't need to list each individual book. The description can be general, for example, "Math Workbooks".
- Pack only acceptable items (see list) in the box.
- Use boxes that are sturdy and undamaged. Boxes should be closed with folded-over flaps or a lid so that the boxes can be stacked. **Do not use tape to seal the boxes.**
- 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.**