



## TEXTBOOK SURPLUS INSTRUCTIONS 2019

### *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 items not listed, 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 & SPECIALISTS:

- Refer to the list above for acceptable and non-acceptable Textbook Surplus items.
- Keep your Textbook Surplus separate from other surplus, e.g. computers, furniture, etc.
- Pack acceptable items in boxes that are sturdy and undamaged. Boxes must have flaps or a lid so that they can be closed and stacked. **DO NOT USE TAPE TO SEAL THE BOXES!**
- Fill out a *Textbook Surplus Form* for each box. This form is on the RSD website under Staff Resources/Employee Forms. Do not use the Equipment Inventory Control Form. You don't need to list each individual book on the form. The description can be broad, 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 contact Robin or Maintenance to schedule a pick up from your school.

#### SECRETARIES OR LIBRARY MEDIA SPECIALISTS:

- **By June 26** -- Email Robin the following info: 1) location of the boxes for pick up at your school, and 2) the estimated number of boxes. Your boxes will not be picked up if we don't receive this information.
- **July 8** -- Maintenance will pick up your Textbook Surplus on this date. Do not contact Robin or Maintenance to schedule a pick up from your school.



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## TEXTBOOK SURPLUS FORM 2019

*Teaching & Learning Office*

Teacher: \_\_\_\_\_

Grade: \_\_\_\_\_

School: \_\_\_\_\_

Date: \_\_\_\_\_

Quantity	Title of Book or Description	Grade Level

**Instructions:**

- Pack acceptable items (see list) in boxes that have flaps or lids so they can be closed and stacked. **DO NOT USE TAPE TO SEAL THE BOXES!**
- 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.