

Date: April 9, 2019

To: School Head Secretaries & Media Specialists

From: Kurt Prusse, Director of Purchasing *KP*

Subject: Surplus Textbooks and Discarded Library Media Books & Materials

In order to alleviate the work load on the schools when surplusng textbooks and library media books, we have made some changes to the processing of Surplus Textbooks and Discarded Library Media Books. The Surplus Warehouse will now handle the paperwork and the pick-up of all Surplus Textbooks and Discarded Library Media books. Please see the attached forms for specific changes.

This new process will allow your schools to see what textbooks are available on the Follett Surplus Management System (SMS) both within the district and throughout the state. Inputting of textbooks into the SMS will be done by the Surplus Warehouse. They will only input textbooks 10 years old or newer.

You will need to create an account and then you can either search 'Books in my District' which shows all the books in district or you can go to 'Book Lookup' enter the ISBN number and do a global search for that title that has been posted by all accounts. Just use the link below:

<http://surplusmanagement.fes.follett.com/>

The Surplus Textbook form will still need to be signed by the Principal and your School Administrator, so please read the instructions carefully so that you don't delay having your books picked up.

The following is a brief summary of the changes to Discarded Library Media Books & Materials.

After books have been selected to be discarded there are (3) steps:

- First the books can be offered to students - given or for purchase.
- Second they can be donated to groups in need of library books, such a Boy Scout troop for Eagle Projects or organization taking books to 3rd world countries.
- Third and last the remaining books will be picked up by the Surplus Warehouse to be disposed of or sold.

You will not send your form for Discarded Library Media Books to the Surplus Warehouse until you have completed the first two steps. Please document who and where your Discard Library Media books are distributed and keep it with a copy of the Discarded Media Library Books and Materials form.

With questions please feel free to contact Steve Oldham in the Surplus Warehouse – (801) 567-8709 or steven.oldham@jordandistrict.org.