



**Jordan School District Purchasing Department**  
**Contract Summary**  
**Contract Number: USBE230057MA**  
**Item: Surplus Textbook Buyback Program**

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<b>Purpose:</b>	Provide schools with a vendor to buy back surplus textbooks when a textbook has been determined to be not needed, outdated, or otherwise unusable by a school.
<b>Contract Users:</b>	This contract is available for use by all schools in Jordan School District.
<b>Effective Dates:</b>	Contract Start: April 6, 2023 Contract Expiration: April 6, 2028 Renewal Options: None
<b>Vendor:</b>	Mark My Words LLC (Walker Bookstore) 1104 W. Geneva Dr. Tempe, AZ 85282
<b>Vendor Contact:</b>	Susan Walker
<b>Phone:</b>	866-722-7833
<b>Email:</b>	<a href="mailto:susan@walkerbookstore.com">susan@walkerbookstore.com</a>

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**When to use this contract:** When a textbook has been determined by a school to be unnecessary, outdated, or otherwise unusable.

- Procedures:**
- Books should be offered to other schools and the District Teaching & Learning department before utilizing this contract.
  - If there is no interest from other schools or Teaching & Learning, a principal should dispose of the books through one of the following processes. These disposal options are to be followed in the order provided.
    - For books with market value, sell the books to Mark My Words LLC through this contract. See "Process for Textbook Buyback" below.
    - For books with no market value, submit the Surplus Textbook Form to the Surplus Warehouse to coordinate textbook donation or recycling.

## Process for Textbook Buyback

### STEP 1: EVALUATE MATERIALS

1. Please evaluate your textbooks. Textbooks with one or more of the following conditions are not eligible for buyback:

#### Binding

- Textbook has previously been rebound.
- Binding/spine is not solid, has missing pieces, or is showing signs of starting to detach.

#### Pages

- Pages are missing or detaching from the binding.
- Original title page is missing.
- Pages are torn and unrepaired or improperly repaired.
- Pages are excessively stained, discolored, or faded.
- Pages are excessively wavy or water damaged.
- Pages have more than minimal highlighting, notes, or underlining.
- Pages have profanities or gang insignias that cannot be erased or repaired.
- Workbook pages have been filled out.
- Pages have excessive use of labels to cover markings.
- Page edges have significant markings, like large chunks of permanent marker (stamps or names are fine).

#### Covers

- Covers are improperly laminated.
- Covers have excessive peeling or frayed corners.
- Covers have embossed or cut corners.
- Covers have major creasing.
- Covers have dirt, dust, grease, scuffs, or sticky residue on them.
- Covers or spine have excessive writing.
- Covers have profanities or gang insignias that cannot be erased or repaired.
- Covers have excessive use of labels to cover markings.

#### Other

- Textbook is a publisher sample (labeled “review copy not for sale” on the cover, or has a watermark on a text page that states the book is a sample, review, or exam copy).
- Textbook is a state-specific edition.

2. If no conditions have been checked, the textbook might have value. **Continue to Step 2.**
3. If one or more conditions has been checked, the textbook has no market value. **Skip to Step 4.**

### STEP 2: COMPLETE AND SUBMIT SURPLUS TEXTBOOK BUYBACK INVENTORY FORM TO VENDOR

1. Complete the “Surplus Textbook **Buyback** Form” found on the Purchasing Department website under *Surplus & Fixed Assets / Forms*.
2. Email the “Surplus Textbook Buyback Form” to [susan@walkerbookstore.com](mailto:susan@walkerbookstore.com).
3. The vendor will reply with an email indicating whether your inventory has value. The volume of the sale will determine whether the vendor will schedule a truck to pick up the inventory or will send shipping labels for the school to ship the books to their facility in Tempe, Arizona.

### **STEP 3: PAYMENT TO SCHOOLS**

A check will be issued within two weeks of inventory arrival at the vendor's facility in Tempe, Arizona. Inventory condition will affect ultimate value.

### **STEP 4: SURPLUS "NO VALUE" MATERIALS**

For textbooks with no market value, the school should complete a "Surplus Textbook Form" (found on the Purchasing Department website under *Surplus & Fixed Assets / Forms*). The Surplus Warehouse will coordinate next steps for donating or recycling the textbooks.

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