

School: Identifies books as surplus



School: Creates list on SMS portal

 List is visible to district schools for 2 weeks, & statewide for 2 weeks



Follett: Follett contacts school to scan and determine buyback value



School: Stacks books near an easily accessable dock or door near the rear of the building. (Books are unboxed)



School: Completes and sends the Site Prep Checklist to Max at mmerritt@follett.com



Follett: Schedules discard pickup



Follett: Picks up discarded books during the specified pickup week



School: Removes title and quantities from SMS