

**DISPOSAL PROCEDURE FOR OBSOLETE/OUTDATED TEXTBOOKS**

1. Create a list of surplus textbooks:
  - a) ISBN number
  - b) Title
  - c) Quantity
2. Submit your list to the Textbook Buyer, Purchasing Dept.
3. Purchasing will contact used book dealers who may come out to your site to determine if the textbooks can be purchased. They will issue a check to the district or site, as appropriate.
4. If there are any textbooks left unsold, please use Asset Essentials to create a "moving" work order for Maintenance and Operations to pick up and recycle them. **Please make sure to include that materials are to be taken to the recycling bins located at Maintenance and Operations.** Please label boxes obsolete.

**DISPOSAL PROCEDURE FOR OBSOLETE/OUTDATED LIBRARY BOOKS**

1. All library books **MUST** be stamped **DISCARD**.
2. Make a list and send to the Library Book Buyer, Purchasing Dept. to make sure we cannot sell them.
3. You may give away library books to staff and students at your site only.  
Please note: **You may not sell for your own profit.**
4. After that, you may recycle them.