



East Ramapo Central School District

105 South Madison Avenue, Spring Valley, NY 10977

A Unified Community Educating the Whole Child ...

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Superintendent of Schools
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Assistant Superintendent for
Funded Programs
845-577-6031

Attention: Nonpublic School Administrators

Book Return Directions

Nonpublic schools that wish to return unneeded books that are on loan to them through the East Ramapo Central School District must complete the appropriate forms (see attached) and box the books as follows:

- Books of the same title and ISBN that are in excellent, good, and/or fair condition are to be boxed together and labeled with the appropriate form. Please keep books of the same title grouped together.
- Books of the same title and ISBN that are in poor condition are to be boxed together and labeled with the appropriate form. Please keep books of the same title grouped together.
- Books of the same title and ISBN that are outdated or obsolete are to be boxed together and labeled with the appropriate form. Please keep books of the same title grouped together.

DO NOT DISPOSE OF or TRANSFER ANY BOOKS UNLESS YOU RECEIVE WRITTEN AUTHORIZATION FROM THE SCHOOL DISTRICT.

The Office of Funded Programs will contact the school to schedule a pick-up of these unneeded books. When the books have been boxed and the boxes are labeled appropriately, please send this completed form with your contact information and the number of boxes of books to bookorders@ercsd.org and abishun@ercsd.org. The Office of Funded Programs will notify you regarding the date and time of pick-up. Please follow the procedures on the attached document "Procedures for Returning Loaned Books to the District" to ensure that all books are accounted for in your inventory.

School contact person's e-mail: _____

Name of school: _____

School administrator (please print): _____

Phone Number(s): _____

Number of labeled boxes to be returned: _____