



East Ramapo Central School District

105 South Madison Avenue, Spring Valley, NY 10977

A Unified Community Educating the Whole Child ...

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Office of Funded Programs

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Book Return Instructions

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- Books of the same title and ISBN that are in poor condition, outdated or obsolete are to be boxed together and labeled with the appropriate form.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 dbrennan@ercsd.org and bookorders@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: _____

East Ramapo Central School District

Procedures for Returning Unwanted Books to the District

Identify the books you want to permanently return and determine each book's condition:

<u>Usable Books</u> • Excellent: Like-new condition • Good: (minimal evidence that the book has been used by students two or three times) • Fair: (useable, some evidence of student use over a number of years)	Books in <u>Poor/Outdated</u> Condition • Poor: virtually unusable, evidence of wear and tear and extensive student use over the years. • Outdated/Obsolete: books at least 10 years old and do not align to your school's curriculum. (Few schools would likely be interested in these books.)
1) Complete Form U: Usable Books Only and make a photocopy — you will need the copy later in these procedures Complete the top portion of the form with the following information: - Full Name of School - Contact Person's Name and Title - Contact Person's Telephone Number(s) - Contact Person's E-mail Address	1) Complete Form P: Poor Condition/Outdated Books Only and make a photocopy — you will need the copy later in these procedures Complete the top portion of the form with the following information: - Full Name of School - Contact Person's Name and Title - Contact Person's Telephone Number(s) - Contact Person's E-mail Address
2) Put usable books of the same title together in one box; pack books into “bankers boxes” (15”x 12”x10” - standard sized boxes with removable lids) or boxes that are not much larger than bankers boxes, with removable lids. Continuing on Form U: Usable Books Only, for each title, type the following information in list form: - Title of the book - Publisher's name - Publication year - ISBN - Enter the quantity of books of that title contained in the box that are in Excellent, Good, or Fair condition (do not mix in poor condition or outdated/obsolete books).	2) Put poor condition/outdated books of the same title together in one box; pack books into “bankers boxes” (15”x 12”x10” - standard sized boxes with removable lids) or boxes that are not much larger than bankers boxes, with removable lids. Continuing on Form P: Poor Condition/Outdated Books Only, for each title, type the following information in list form: - Title of the book - Publisher's name - Publication year - ISBN - Enter the quantity of poor condition/outdated books of that title contained in the box.
3) If space allows, boxes may contain multiple titles of usable books; please keep books of the same title in usable condition grouped together before continuing with the next title in the same box.	3) If space allows, boxes may contain multiple titles of poor condition or outdated books.
4) Adhere the completed Form U: Usable Books Only onto the front side of the box.	4) Adhere the completed Form P: Poor Condition/ Outdated Books Only onto the front side of the box.

For all books being returned, continue here:

5) Scan the photocopy of each completed form and send all completed scanned forms via e-mail to bookorders@ercsd.org and dbrennan@ercsd.org.

6) In that e-mail, include the total quantity of boxes that are to be picked up and delivered to the Warehouse.

7) Diane Brennan of the Office of Funded Programs will schedule a pick-up for the return of these books and will contact your school with the date and time period for that pick-up.

Form U: Usable Books Only

East Ramapo Central School District - Office of Funded Programs

Return of Usable Books Only

Name of School Returning Books: _____

Contact Person's Name and Title: _____

Telephone Number(s): _____ E-mail Address: _____

Use a separate sheet for each box. Only include on the table below information regarding books contained in the box to which this form will be adhered. Photocopy this page before taping it to the box. Use clear packing tape only.

Reminder for when boxing books in usable condition (**excellent**, **good**, and/or **fair**):

Group books of the same title together in the box. Then continue with the next title – up to six titles per box.

[illegible]