

Redlands Unified School District

Disposal Procedures for Obsolete & Outdated Materials

◆ Obsolete / Outdated TEXTBOOKS

To ensure proper disposal and potential recovery of value, please follow the steps below:

Step 1: Create a Surplus Textbook List

Include the following information for each title:

- ISBN
- Title
- Quantity

Step 2: Submit Your List

Email the completed list to:

- **Nicole Beaurone** – Purchasing & **Ashley Marquez** – Educational Services

Step 3: Review

- We will contact used book dealers.
- Dealers may visit your site to evaluate the textbooks.
- If purchased, a **check will be issued to the district or site**, as appropriate.

Step 4: Recycle Unsold Textbooks/Library Books

- For any textbooks not purchased or Library books no longer needed, create a **“Moving” work order**.
 - Maintenance & Operations will pick up and recycle the materials.
 - **Important:**
 - Clearly label all boxes **“OBSOLETE”**
 - Indicate that items must be taken to the **recycling bins at Maintenance & Operations**
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◆ Obsolete / Outdated LIBRARY BOOKS

Please follow these required steps:

Step 1: Create a List of Obsolete Library Books

- Prepare a list of obsolete library books (ISBN, title, and quantity recommended).
Email the list to **Ashley Marquez – Educational Services**.

Step 2: Mark Books for Disposal

- Stamp all library books with **“DISCARD.”**

Step 3: Distribution

- Books may be given away to staff at your site only.
 - **!** Books may not be sold for personal profit.

Step 4: Recycle Remaining Books

- After distribution, remaining books may be recycled by following the recycle procedure outlined above.