

TEXTBOOK DISCARDS

Discards are defined as: books which are no longer used as an adopted or supplementary item and/or books that do not meet the conditions for the rebinding process.

All textbooks/curriculum materials to be discarded must first be approved. Before boxing any books, you must complete a Textbook Discard List and send **electronically** to the Textbook Coordinator at WCSTextbooks@wcskids.net for approval. This list must include quantity; 10-digit ISBN; book title; publisher; copyright year; and grade level of each item. You will be notified by email once list is approved.

1. After receiving approval of your textbook discard list (Form A) you may place the books on a table(s) in one room. A place near the receiving area is preferred.
2. If you have a few copies of miscellaneous titles to be discarded, they may be put together in one pile.
3. Attach copy of approved textbook discard list to your pile of books to clearly identify your discards.
4. If books are not in condition to be resold they will be recycled by appointed recycling company. Follett Educational Services will sort the books for purchase and/or recycling.

The approved discard list will be handled by the textbook coordinator/OCI Department for the notification of Follett Educational Services, scheduling with your building, and collection of money for sale of the books.

Brett Kilpatrick of Follett Educational Services will come to your building and sort and package the books. This process will take roughly 3 hours per building. He will package and label the books he will be purchasing and schedule Yellow Freight to pick them up. He will also schedule and label boxes for the recycling company to pick up.

TEXTBOOK DISCARDS ARE NOT TO BE REMOVED FROM YOUR BUILDING BY WCS DRIVER