TITLE: Donation, Sale, and Recycling of Obsolete Textbooks, Library Books, and Instructional Materials

NUMBER: BUL-1207

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PURPOSE: To inform schools and offices of the procedures for the donation, sale, and recycling of obsolete textbooks, library books, and instructional materials.

MAJOR CHANGES: This revision replaces Bulletin No. K-21, dated January 12, 2001, *Donation, Sale, and Recycling of Obsolete Textbooks*, from the Information Technology Division. The content has been changed to reflect the current District organizational responsibilities in the area of donation, sale, and recycling of obsolete textbooks, library books, and instructional materials.

INSTRUCTIONS: I. BACKGROUND

School principals are authorized to donate, sell, or recycle obsolete textbooks and instructional materials. Schools may donate materials to students, public libraries, civic groups, state institutions, and nonprofit charitable organizations and may sell obsolete materials to used textbook companies. Any funds received from the sale shall be used to purchase textbooks.

II. CRITERIA TO USE TO DETERMINE OBSOLETE MATERIALS

Textbook Services and Library Services has developed the following criteria to determine if textbooks are obsolete:

- No longer relevant to the school’s instructional program, e.g., new State-content standards and frameworks, revised District courses of study, new State-adopted textbooks for Grades K-8, or new District-adopted textbooks for Grades 9-12.

- Outdated materials seven years or older. However, do not use copyright date only as a criterion for disposal. For example, there are books older than seven years that are still appropriate for classroom use. They include classics of literature, grammar books, poetry anthologies, some history books, and so on.

- Materials that perpetuate sexual or racial stereotypes and do not comply with the State’s legal compliance guidelines. Please refer to the following document titled *Standards for Evaluating Instructional Materials for Social Content, 2000* at the following website: [http://www.cde.ca.gov/cfir/](http://www.cde.ca.gov/cfir/).
• Those beyond repair or defaced, e.g., broken spine, torn cover, missing pages or components, graffiti, heavily soiled pages, or insect/mold infestation.

• Unused textbooks because of new instructional initiative.

• Unused textbooks because of major change in methodology.

• Unused textbooks because they are not aligned to State-content standards or frameworks.

• Incomplete textbook series.

• Library books that no longer support or match curriculum.

• Library books that no longer support State-content standards or frameworks.

• Evidence of little or no use or circulation.

• Duplicates are no longer needed.

III. PROCEDURES FOR DONATING OBSOLETE TEXTBOOKS AND INSTRUCTIONAL MATERIALS

The procedures listed below are to be followed by the school administrator:

• Give away only obsolete textbooks and instructional materials.

• Determine, at the school site, what materials to donate to students or adult organizations.

• Give civic groups, charitable institutions, or other organizations that request large numbers of books a copy of the sample letter (Attachment A) to complete and return to the school administrator for approval. The school administrator should keep the letter on file for one year.

• Stamp inside the front and back covers and on the title page of the donated books with the phrase, “Obsolete Textbook—May Be Donated—Los Angeles Unified School District.” Rubber stamps may be ordered from the District’s Document Production Services Section (formerly Reprographic Services Section) or any large stationery store. Use a DPSS work order or the P-Card to obtain these rubber stamps. Note: Stamp letter or label size should be ¼”.

• Inspect the materials before being donated to be certain that there are no objectionable drawings or writing in them.

IV. PROCEDURES FOR DONATING OR RECYCLING OF LIBRARY BOOKS

Refer to Section II of this bulletin for criteria that would be used to remove books from libraries. For additional information regarding the weeding of school libraries, please call Library Services at (213) 207-2255. All library books weeded from the library should be stamped “Discard” to avoid confusion and re-
shelving and then divided into two categories:

- Those acceptable for use in classrooms by teachers and students.
- Those unacceptable for use in classrooms by teachers and students should be sent to recycling.

Library books for salvage may be added to textbook salvage at the principal’s discretion.

V. PROCEDURES FOR SELLING OBSOLETE MATERIALS

The procedures listed below are to be followed by the school administrator:

- Sell obsolete materials to used textbook companies, but not to students, nonprofit charitable organizations, public libraries, and state institutions.
- Send the check from the company or organization with a transmittal memo (indicating payer, purpose, and textbook account, e.g., program codes 4152 or 4111, to be credited) to the Business Accounting Branch, Cash Receipts Unit, 26th floor, Beaudry Building. Accounting and Disbursements Division will credit funds generated by sales to the school’s textbook account. Contact the Cash Receipts Unit at (213) 241-7905 for questions concerning the account credited.

Some major used textbook companies are:

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<th>COMPANY</th>
<th>OFFICE</th>
<th>WEBSITE</th>
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<tr>
<td>Budgetext (818) 869-0366</td>
<td><a href="http://www.budgetext.com">http://www.budgetext.com</a></td>
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<tr>
<td>Follett (800) 621-4272</td>
<td><a href="http://www.fes.follett.com">http://www.fes.follett.com</a></td>
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<tr>
<td>Textbook Locators (800) 805-1102</td>
<td><a href="http://www.textbooklocators.com">http://www.textbooklocators.com</a></td>
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<tr>
<td>Textbook Warehouse (800) 796-9152</td>
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For a current listing of local representatives who are authorized to buy and sell used textbooks, please contact Textbook Procurement Section at (562) 654-9345.

VI. PROCEDURES FOR RECYCLING OBSOLETE MATERIALS

Obsolete textbooks and library books may be picked up for recycling. The procedures listed below are to be followed by the school administrator:

- Gather a minimum of twenty (20) boxes of obsolete textbooks or library books for recycling and disposal.
- Contact Textbook Procurement Section at (562) 654-9345 for pickup arrangements.
- Box or securely tie in small bundles books to be picked up and place in a designated school location.
RELATED RESOURCES:


ASSISTANCE:

TELEPHONE ASSISTANCE:

- For additional information about the donation, sale, and recycling of obsolete textbooks, library books, and instructional materials, call Textbook Procurement Section at (562) 654-9345.
- For information about State and District adoption of textbooks, call Textbook Services at (213) 207-2280.
- For information about weeding of school libraries, call Library Services at (213) 207-2255.