



SURPLUS BOOK DISPOSAL PROCEDURES

Washington State law (RCW 28A.335.180) and Everett Public School District policy set out procedures for the disposal of obsolete and surplus books and associated instructional materials.

Requirements include the orderly collection of materials, board action to declare the items surplus, advertisement in a local newspaper of intent to sell or dispose of materials, with students having priority to purchase materials at fair market value, and ultimate disposal of un-purchased items.

In meeting these requirements, the district has encountered several problems including:

- Infrequent or inconsistent surplus of materials.
- Increasing inconvenience and cost associated with the collection and removal of surplus books from schools.
- Storage, within schools and maintenance facility, of surplus books awaiting disposal.
- Coordinating advertisement, sale, and disposal of surplus books.

To address these problems, increase efficiency and lower the total cost associated with the disposal of obsolete and surplus books and associated instructional materials, the following procedures will be implemented.

All textbooks, library books and reading books that are identified as obsolete and/or surplus will be collected twice a year. Collection of surplus books will occur in late fall and late spring. Schools will be required to inventory all books they wish to have declared surplus. Schools will box the books, label the box with the surplus carton label, and provide the P-12 Instruction office with an inventory of all books to be surplus.

Directions for Schools

Schools will be responsible for creating an accurate inventory list of all books they are asking to surplus.

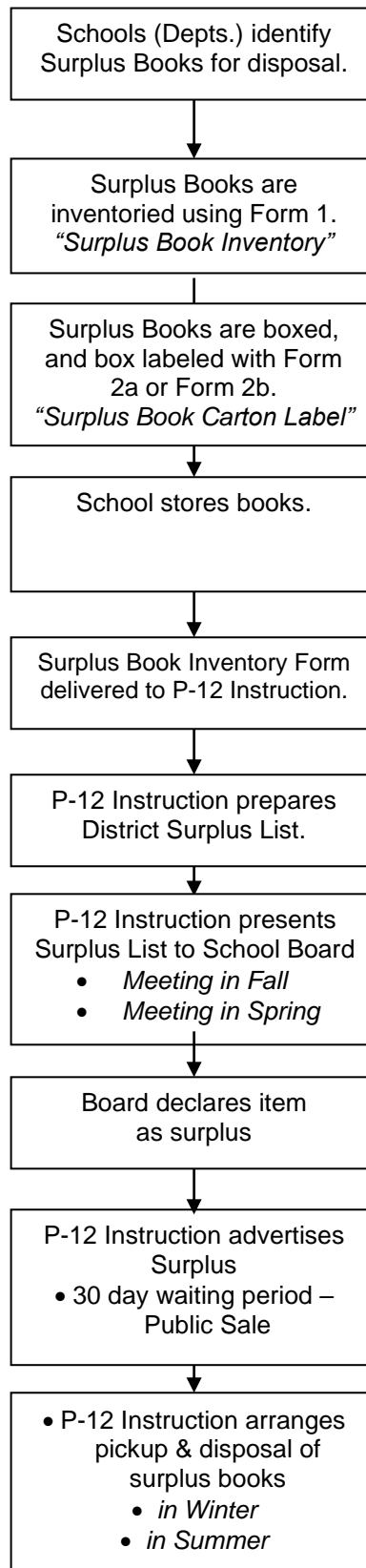
1. Schools will use Form 1 (see attached), the “Surplus Book Inventory” to record all books they are proposing to surplus. Schools may list multiple single copies as miscellaneous (subject matter) books and pack them in the same box, labeled “Miscellaneous.”
2. When books have been recorded on Form 1, they may be boxed (boxes will be provided by maintenance *).
3. Form 2a or Form 2b (see attached) “Surplus Book Carton Label” must be completed and attached to the outside of each box.
4. The boxes will then be stored at the school until the district pick-up date. (Maintenance will provide pallet boards if required *)
5. After Form 1 “Surplus Book Inventory” is completed and signed by the principal, it must be sent to the P-12 Instruction office. These forms must be received in **October (date communicated via principal’s packet)** for fall pick-up and in **April (date communicated via principal’s packet)** for spring pick-up.

The P-12 Instruction office will receive surplus inventories (Form 1) from all schools and will create a District Surplus List that will be presented to the School Board twice a year. P-12 Instruction will prepare and post a newspaper notice of surplus book availability and allow public purchase of texts for 30 days prior to surplus book disposal.

After the mandated 30-day waiting period, P-12 Instruction will arrange for the surplus book pick up and disposal.

* NOTE: If boxes or pallet boards are needed, schools will need to submit a work order to maintenance for these materials.

EVERETT PUBLIC SCHOOLS SURPLUS FLOW CHART



EVERETT PUBLIC SCHOOLS SURPLUS BOOK DISPOSAL

CALENDAR

FALL SURPLUS BOOK PICK-UP

- | | | |
|----|--|------------------------------|
| 1. | <ul style="list-style-type: none">• Schools identify and inventory surplus books.• Surplus Inventory Book Form completed and delivered to P-12 Instruction office. Books are boxed, each box labeled with Form 2a or 2b, sealed with tape and stored (on pallets if necessary) at the school. | April – October |
| 2. | <ul style="list-style-type: none">• Last day for submitting Surplus Book Inventory Form to P-12 Instruction office for Fall surplus removal. | October |
| 3. | <ul style="list-style-type: none">• Surplus list presented to School Board for action. | Fall Board Meeting |
| 4. | <ul style="list-style-type: none">• Advertise surplus book availability to public. (30 days before disposal.) | After Fall Board Mtg. |
| 5. | <ul style="list-style-type: none">• Surplus books collected from schools and disposed of. | December - January |

EVERETT PUBLIC SCHOOLS SURPLUS BOOK DISPOSAL

CALENDAR

SPRING SURPLUS BOOK PICK-UP

- | | | |
|----|--|-------------------------------|
| 1. | <ul style="list-style-type: none">• Schools identify and inventory surplus books.• Surplus Inventory Book Form completed and delivered to P-12 Instruction office. Books are boxed, each box labeled with Form 2, sealed. with tape and stored (on pallets if necessary) at school. | October - April |
| 2. | <ul style="list-style-type: none">• Last day for submitting Surplus Book Inventory Form to P-12 Instruction office for Spring surplus removal. | April |
| 3. | <ul style="list-style-type: none">• Surplus list presented to School Board for action. | Spring Board Meeting |
| 4. | <ul style="list-style-type: none">• Advertise surplus book availability to public. (30 days before disposal.) | After Spring Board Mtg |
| 5. | <ul style="list-style-type: none">• Surplus books collected from schools and disposed of. | June - July |

Form 1- SURPLUS BOOK INVENTORY

PRINCIPAL SIGNATURE

[illegible]

Rev 9/16/24

Form 2a - PINK LABEL
Surplus Textbooks

Use for non-recyclable items such as spiral teacher editions, laminated cards, etc.

School _____

CONTENTS	QTY

CARTON # _____

Form 2b - YELLOW LABEL

Surplus Textbooks

Use for recyclable materials only such as hardback and paperback books etc.

School _____

CONTENTS	QTY

CARTON # _____