



Educational Technology
385-646-4110
www.graniteschools.org

Memorandum 12.3

TO: Library Media Specialists/LMETS/Elementary Library Media Assistants
Principals

FROM: Rick Anthony, Director Educational Technology

DATE: August 20, 2012

SUBJECT: Surplus Textbook Sales and Disposal Procedures

The purpose of this memo is to provide library media specialists, library media assistants, and school principals direction regarding the surplus of textbooks when they are determined to be unusable by a school.

Granite School District has entered into a contract with Follett Educational Services (FES) to exclusively handle the purchasing and disposal of surplus textbooks. The following are the procedures outlined in the contract.

1. Schools will post the surplus book(s) on the FES “Surplus Management System” (SMS) for viewing by other schools and districts to review for the required 14 day posting period.
2. If books are desired by another school within the district – the principals will arrange for the transfer of books.
3. If the books are desired by another district the school shall contact the [district warehouse](#) to arrange for the sale of the books.
4. If no parties are interested in the book(s) a school can do any of the following with the books:
 - a. Donate them to any individual or group that may have use for them.
 - b. Sell the books to FES through this contract. All profits should be placed in the local school textbook account 9368.
 - c. Work with FES to recycle the textbook if no market demand exists for the textbook.
5. The current FES contact for Granite District is [Jerry Elverud](#) 801-205-0259.

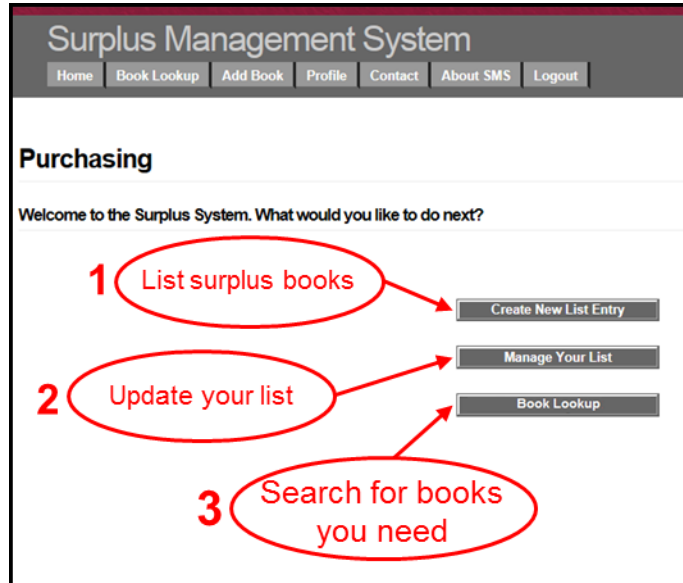
Details found in the contract regarding revenue sharing, credit voucher program, customer rewards program, the consignment program, and the scope of services can be found [here](#).

Questions/Concerns? – Please contact [Cindy Moyle](#) – Library Media Specialist. 385-644-4110

Surplus Management System

The Surplus Management System allows you to:

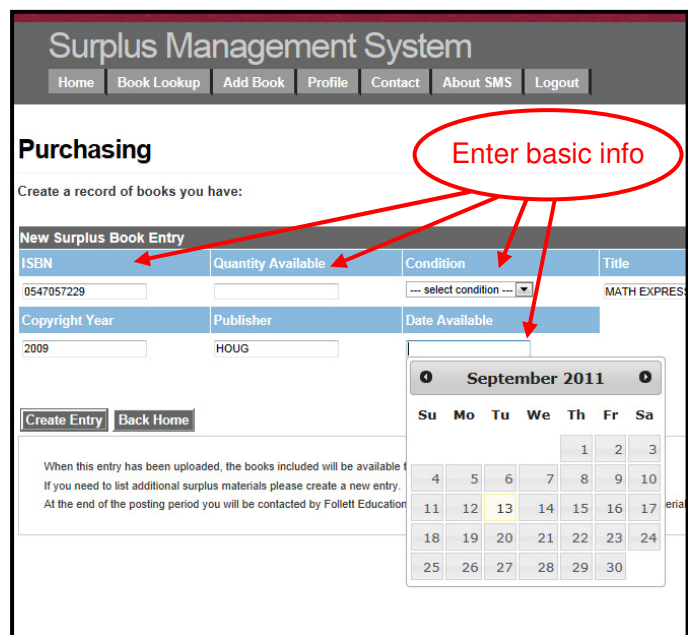
- 1) Create lists of surplus textbooks, Workbooks, Teacher's Editions, etc. located at your school.
- 2) Modify the quantities available as you transfer books from your school.
- 3) Look for books that your school needs.



Creating New Lists of Materials

To post surplus materials:

- 1) Enter ISBN# (Title, Copyright, and Publisher auto-populate.)
- 2) Enter number of copies available.
- 3) Choose condition of materials.
- 4) Select a date the materials will be available for shipping.



Searching for Available Materials

To search for books that your school needs:

- 1) Enter the item's ISBN#, click on "Search for Book" button.

Surplus Management System

Home Book Lookup Add Book Profile Contact About SMS Logout

Purchasing

Search Surplus Lists:

Book Lookup

ISBN

Search for Book Back Home

This feature allows you to review titles that have been posted by another school or district to their surplus list. The ISBN will be found on the back cover near the barcode or on the backside of the title page. Enter the 10 or 13 digit ISBN number in the field below to begin your search (min of 4 digit searches allowed).

Surplus Management System

Home Book Lookup Add Book Profile Contact About SMS Logout

Purchasing

Books found at the following school(s):

Qty	Avl	ISBN	Cond	Title	District	School Name	Name/Phone/Email
45		0078285712	Good	UNDERSTANDING PSYCHOLOGY	Follett Educational Services	Purchasing	David Brown 801-420-0908 dbrown@fes.follett.com

Catalog titles you searched for are the following (top 50):

	ISBN	Title	Copyright Year	Publisher
1.	0078285712	UNDERSTANDING PSYCHOLOGY	2003	GLEN

Book Lookup

Don't see what you need, or not enough copies?
 Follow this link to inquire with FES!

- 2) The bottom half of the screen auto-populates Title, Copyright Year, and Publisher info to confirm your search.
- 3) The top half of the screen provides quantity available, condition of item, and contact info.