



March 10, 2015

**MEMORANDUM**

TO: School Principals/Departments, Instructional Coaches, Librarians, School Secretaries, and Bookroom Clerks

FR: Rachel Altobelli, Library Services and Instructional Materials

RE: INSTRUCTIONAL MATERIALS DISPOSAL PROCESS/PICK-UP AND LOST/DAMAGED MONEY

**\*\*\*NEW\*\*\* DISPOSAL PROCESS – EFFECTIVE IMMEDIATELY**

*To make the disposal process more storage friendly for schools, Library Services and Instructional Materials will now be picking up materials from schools (as soon as schools verify that all materials are no longer on the state adopted lists and submit the paperwork) and storing them until our disposal vendor picks them up from the District. Schools no longer need to wait for the twice a year pick-up.*

The new process will be as follows:

1. Schools/Departments complete the Textbook Disposal Form and the Textbook Pickup Form available for download on the APS Library Services website, under “Textbooks”. The Disposal Form should be typed and have all fields completed.
2. Each school is responsible for reviewing materials for disposal eligibility. (No materials under the current State adoption cycle can be disposed of unless they are damaged beyond repair. If damaged, this should be noted on the paperwork.)
3. To check for disposal eligibility, go to: [www.istaronline.com](http://www.istaronline.com) (username: nmguest / password: nmguest) and search for each ISBN. If ISBNs are listed as either *Yes, Core* or *Yes, Supplemental* under the **Adopted** column, those materials are not eligible for discard unless damaged beyond repair.
4. It is the responsibility of school staff to pack and seal the boxes.
  - Pack books in medium-size boxes (about the size of a copy paper box) and tape them shut. **Library Services will not remove boxes that are too large/heavy or are open.** Please see the second page for additional instructions on how to pack the boxes.
  - Place all the boxes in one area and get a total box count. Library Services will **only pick up the number of boxes that were indicated on the Pick Up Request form.** If you have additional boxes, you must contact library services in advance to make arrangements.
5. Email forms to Sara Sabol in the Library Services and Instructional Materials office at [sabol@aps.edu](mailto:sabol@aps.edu).
6. Sara Sabol will contact you to schedule a pick-up day.
7. Library Services and Instructional Materials will pick up the materials and store them until they are picked up from the District. If you have any questions, please contact Sara Sabol (at [sabol@aps.edu](mailto:sabol@aps.edu) or 848-8882).

## Textbook Disposal Guidelines

Once the instructional materials disposal request form has been received and approved, correctly packing the textbooks is necessary. Please note that it is the responsibility of the school staff to coordinate and complete this.

- Pack books in medium-sized boxes. A good rule of thumb is the size of a copy paper box.
- Individual boxes should weigh no more than 40 lbs.
- All books must be boxed and boxes taped closed. **Open boxes will not be picked up.**
- Place all boxes in one area.
- Get a total box count.

**Boxes that are too heavy or large will not be picked up.**



\*Box too big and corner torn\*



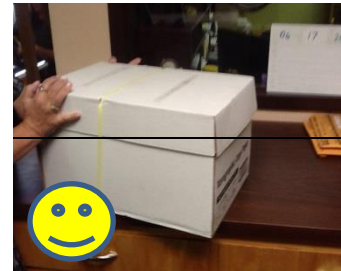
\*Box too big and awkward\*



\*Boxes full or nearly full\*



\* Good size and properly closed\*



\*Copy paper box is a good size\*

Please contact Sara Sabol at [sabol@aps.edu](mailto:sabol@aps.edu) with questions or concerns.