

SURPLUS TEXTBOOK DISPOSAL PROCEDURES

When surplus textbooks become available at your school, please follow these procedures to distribute and/or dispose of them. *It will be helpful for you to create a calendar item to remind you when to send to the next scheduled email.*

#1 Offer books to other schools within Uintah School District by using this address: USDprincipals, USDsecretaries and jayme.leyba@uintah.net.

Give 5 working days to respond.

#2 Contact statewide districts and charter schools by using this address: patty.hunt@schools.utah.gov. She will distribute your email using her current email list.

Give 10 working days to respond.

#3 Contact home schools by using this address:

cassie.hays@uintah.net. She will distribute your email using her current email list.

Give 10 working days to respond.

#4 Contact humanitarian projects and buyback companies.

Give 10 working days to respond.

#5 Dispose of textbooks and email Jayme Leyba (Curriculum Director). **(This may include offering books to students in the school and/or their parents who may want them. If given to parents or students please write “Discarded” on the edge of the books. This will help prevent them being returned to the school in the event they are lost by the student.)**

Below is a sample email to our district, other districts, home school parents and private schools.

Surplus Textbooks
Sample email to Uintah School District

_____ school has the following books which are surplus. If you would like any of them for your school, please contact _____ via email (email address) or phone (435-781-xxxx, ext. xxxx) no later than _____.

No.	Title	Publisher	Subject area	ISBN	Copyright date

Surplus Textbooks
Sample email to other districts

_____ school in Uintah School District has the following books which are surplus. If your district would like any of them, please contact _____ via email (email address) or phone (435-781-xxxx, ext. xxxx) no later than _____.

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Surplus Textbooks
Sample email to book buyback companies and humanitarian project companies.

_____ school in Uintah School District has the following books which are surplus. If you are interested in obtaining any of them, please contact _____ via email (email address) or phone (435-781-xxxx, ext. xxxx) no later than _____.

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