



## Book Buy Back Program Overview

The Department of Education has partnered with two companies to facilitate the process of removing obsolete textbooks from our schools. The vendor will remove both books with value and those that have no value. The latter will be recycled.

This will enable the schools to receive financial compensation for obsolete books that have resale value and re-claim space. The vendors are Budgettext and Follett Educational Services.

The Book Buy Back program was piloted in 2004 and launched broadly in two Regions in 2005. While the revenue streams are modest, most participants were pleased by the ease with which they could clean up cluttered space. At this point we are implementing the program Citywide and assigning vendors by District.

- Each school will identify an individual who will be responsible for the coordination of the removal of obsolete textbooks.
- This information will be provided to the appropriate vendor with contact information for scheduling a meeting, if appropriate.
- Schools will enter and post lists of textbooks by accessing the Famis Portal at <https://dfoforms.nycenet.edu/FamisPortal> and clicking on the Inventory option under Miscellaneous. This information will be electronically transmitted to the appropriate vendor.
- After removal of the textbooks, the vendor will provide a check to the school for those books which have resale value.
- The vendor will also provide various reports to the Instructional Materials Procurements unit on books removed from the school.

Prior to the vendor contacting a school, the Division of Contracts and Purchasing (DCP) Instructional Material Procurements Unit will provide the vendor with a list of schools by instructional region. Such list of schools is exclusive to the vendor. The vendor is then required to provide the Department of Education with a schedule detailing the chronological order in which the vendor would like site visits arranged.

### School Process

- The schools contact must identify those textbooks to be removed by the vendor and those textbooks that must remain in the school (generally Core Curriculum materials and those materials published by NYCBOE, Trade Paperbacks, Library Books, Encyclopedias and the like).
- The school will enter and post the list of textbooks on the Famis Portal under the Miscellaneous Option within the Inventory section. Clicking on "Book Buy Back Program" will allow the school to enter the list of materials. This list will then be sent to the appropriate vendor for notification.



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### **Vendor Process**

The process outlined below provides the terms and conditions that the book buy back vendors must follow. The three steps identified are: 1- Pre School Visit 2- School Visit 3- Post School Visit & Payment.

### **Pre-School Visit**

- The vendor communicates with the identified school contact no later than three (3) weeks after receipt of the DOE's communication to the school contact.
- The vendor then has one (1) week to perform a site assessment (if necessary) and the actual removal of all obsolete textbooks. The vendor is required to provide the DOE with all site scheduling information to ensure compliance with the above provisions.

### **School Visit**

- DCP will provide a Letter of Authorization to the vendor confirming their participation in the program for any school staff who might question the vendor's presence and purpose.
- The vendor must be allowed ample time, generally three (3) to five (5) hours, depending on the number of books and school size. The vendor must make its own adjustments and preparation to work within this time allotment, but it should be understood that it may take longer than this allotment of time.
- Vendor employees should be dressed in uniforms with the company name or logo and a photo identification worn around their neck at all times while in the school building.
- The vendor is expected to coordinate with school officials so as to be as unobtrusive as possible.

### **Post School Visit & Payment**

- The vendor will send the "valuable" books to their facility for evaluation and "recycle" the rest. It is the vendor's responsibility to obtain evidence from recycler(s) that the material has been properly disposed and not land-filled.
- The vendor will provide payment to individual schools with the following format:
  - In the form of a check made payable to the name of the school followed by the phrase General School Fund (for example: PS123 - General School Fund). Payment is required no later than 15 days after the school visit.