

East Ramapo Central School District

Procedures for Returning Loaned Books to the District

Identify the books you want to permanently return and determine each book's condition:

Usable Books	Books in Poor Condition	Outdated/Obsolete Books
<ul style="list-style-type: none"> ● Excellent: Like-new condition ● Good: (minimal evidence that the book has been used by students two or three times) ● Fair: (useable, some evidence of student use over a number of years) 	<ul style="list-style-type: none"> ● Poor: virtually unusable, evidence of wear and tear and extensive student use over the years. 	<ul style="list-style-type: none"> ● Outdated/Obsolete: books at least 10 years old and do not align to your school's curriculum. (Few schools would likely be interested in these books.)
<p>1) Complete Form U: Usable Books Only and make a photocopy — you will need the copy later in these procedures</p> <p>Complete the top portion of the form with the following information:</p> <ol style="list-style-type: none"> a. Full Name of School b. Contact Person's Name and Title c. Contact Person's Telephone Number(s) d. Contact Person's E-mail Address 	<p>1) Complete Form P: Poor Condition Books Only and make a photocopy — you will need the copy later in these procedures</p> <p>Complete the top portion of the form with the following information:</p> <ol style="list-style-type: none"> a. Full Name of School b. Contact Person's Name and Title c. Contact Person's Telephone Number(s) d. Contact Person's E-mail Address 	<p>1) Complete Form O: Outdated/Obsolete Books Only and make a photocopy — you will need the copy later in these procedures</p> <p>Complete the top portion of the form with the following information:</p> <ol style="list-style-type: none"> a. Full Name of School b. Contact Person's Name and Title c. Contact Person's Telephone Number(s) d. Contact Person's E-mail Address
<p>2) Put usable books of the same title together in one box; pack books into "bankers boxes" (15"x 12"x10" - standard sized boxes with removable lids) or boxes that are not much larger than bankers boxes, with removable lids.</p> <p>Continuing on Form U: Usable Books Only, for each title, type the following information in list form:</p> <ol style="list-style-type: none"> a. Title of the book b. Publisher's name c. Publication year d. ISBN e. Enter the quantity of books of that title contained in the box that are in Excellent, Good, or Fair condition (do not mix in poor condition or outdated/obsolete books). 	<p>2) Put poor condition books of the same title together in one box; pack books into "bankers boxes" (15"x 12"x10" - standard sized boxes with removable lids) or boxes that are not much larger than bankers boxes, with removable lids.</p> <p>Continuing on Form P: Poor Condition Books Only, for each title, type the following information in list form.</p> <ol style="list-style-type: none"> a. Title of the book b. Publisher's name c. Publication year d. ISBN e. Enter the quantity of poor condition books of that title contained in the box. 	<p>2) Put outdated/obsolete books of the same title together in one box; pack books into "bankers boxes" (15"x 12"x10" - standard sized boxes with removable lids) or boxes that are not much larger than bankers boxes, with removable lids.</p> <p>Continuing on Form O: Outdated/Obsolete Books Only, for each title, type the following information in list form.</p> <ol style="list-style-type: none"> a. Title of the book b. Publisher's name c. Publication year d. ISBN e. Enter the quantity of outdated/obsolete books of that title contained in the box.
<p>3) If space allows, boxes may contain multiple titles of usable books; please keep books of the same title in usable condition grouped together before continuing with the next title in the same box.</p>	<p>3) If space allows, boxes may contain multiple titles of poor condition books; please keep books of the same title in poor condition grouped together before continuing with the next title in the same box.</p>	<p>3) If space allows, boxes may contain multiple titles of outdated/obsolete books; please keep outdated/obsolete books of the same title grouped together before continuing with the next title in the same box.</p>
<p>4) Adhere the completed Form U: Usable Books Only onto the front side of the box.</p>	<p>4) Adhere the completed Form P: Poor Condition Books Only onto the front side of the box.</p>	<p>4) Adhere the completed Form O: Outdated/Obsolete Books Only onto the front side of the box.</p>

For all books being returned, continue here:

- 5) Scan the photocopy of each completed form and send all completed scanned forms via e-mail to bookorders@ercsd.org and abishun@ercsd.org.
- 6) In that e-mail, include the total quantity of boxes that are to be picked up and delivered to the Warehouse.
- 7) Armani Bishun of the Office of Funded Programs will schedule a pick-up for the return of these books and will contact your school with the date and time period for that pick-up.