



Members of the Board:

Jeanette J. Billingsly
Pollyanna Cooper-LeVangie
Priscilla S. Cox
Pamela A. Irely
William H. Lugg, Jr.
Chet Madison, Sr.
Brian D. Myers

Cindy Tucker
Director, Curriculum/Professional Learning

David T. Yoshihara, Ed.D.
Director, Instructional Support

Kimi Kaneko
Coordinator, K-12 Instructional Coaches

9510 Elk Grove-Florin Road, Elk Grove, CA 95624 (916) 686-7748
FAX 686-7743

Memorandum

Date: September 7, 2005

To: Site Principals, Site Vice Principals, Library Media Teachers, and Library Techs

From: David Yoshihara, Director Instructional Support

Subject: Obsolete Textbooks

cc: Tina Penna, Cindy Tucker, Dr. Steven Winlock, Dennis Brown, Reba Hunt,
Laura Hall, Lauren Baker

As your sites go through material and begin to “clean house”, you may come across some old textbooks or other outdated instructional resources that you would like to dispose of or give away. The district has two basic options for this:

OPTION 1 (Do this first):

Parents and students are given first choice to receive obsolete textbooks. If obsolete books are given to parents or students they **must be stamped OBSOLETE** before giving them away.

OPTION 2 (Do this after #1)

Returning obsolete textbooks to the warehouse:

1. **Do not** stamp the books obsolete.
2. Box the old books and clearly label the container as **Old <Insert Title Here> Textbooks**.
3. Send an email notification to the warehouse (textware@egusd.net) with the following information:
 - a. Number of boxes to be picked up
 - b. Where they are located at the school
4. The warehouse will work with you to pick up the material in a timely manner.

These are currently the only two options available to schools for the removal of obsolete health textbooks. If you have any questions or concerns, please direct them to David Yoshihara, Director Instructional Support, at dyoshiha@egusd.net or 686-7757. Thank you.