

Surplus Textbooks

GENERAL INFORMATION

- Books can be surplused at ANY time during the school year; you do not have to do it at the end of the year
- Work with your administration on this; in some schools, the administrator will want to be the supervisor and will instruct you what to do
- Darci Nash is the district person who can answer surplus questions
 - o darci.nash@canyonsdistrict.org
 - o 801-826-5391

THE PROCESS

1. Delete books from the textbook management catalog (Catalog Tab, Update Copies link)
2. Remove or scribble out barcodes
3. Put surplus textbooks in the Surplus Management System_
<http://surplusmanagement.fes.follett.com/home.cfm?session=1&CFID=25617595&CFTOKEN=73520613&jsessionid=5830a1be57ba63c76801>
 - Username is your email
 - Need to have ISBN, title, number of copies, condition, publisher, year published, and date available for each book
 - If ISBN comes up as invalid, check to make sure it has no dashes or spaces at the end of the ISBN
 - If no ISBN is available, you can put 10 9's in as the ISBN example: 9999999999
 - After you put in the ISBN, if the title, etc. does not self-populate, you can type in the information manually
4. For questions, call Jerry Elverud 801-205-0259 or jelverud@follett.com. Jerry may come out and look at the books for resale; he prefers to see books on the shelf, not in Gaylords (speedpacks).
5. PRINT A COPY OF THE BOOKS BEING SURPLUSSED FROM THE SURPLUS MANAGEMENT SYSTEM AND EMAIL OR DISTRICT MAIL TO DARCI NASH.
6. You must wait for 4 weeks to see if other schools in the district, state or around the country wish to purchase them
7. The books that have not been purchased can be put in Gaylords after 4 weeks

8. Email Kari Johnson at the warehouse kari.johnson@canyonsdistrict.org with an attached copy of the surplussed books (can be printed from the surplus management system) to have them picked up.

Surplus Process

School: Identifies books as surplus

School: Creates list on SMS Portal

List visible to Canyons Schools for for 2 weeks.

List visible statewide for 2 more weeks.

After 4th week, Follett contacts schools to buy

School: Moves books to surplus area.

Follett: Buys/boxes books with value.

School: Calls Warehouse to get boxes/gaylords/pallets.

Warehouse: Delivers boxes to school.

School: Boxes "Eol" books for warehouse - no more than $\frac{3}{4}$ full boxes or $\frac{1}{2}$ full gaylords. Sends Surplus Textbook Pickup Request to Warehouse.

Warehouse: Collects boxes of "Eol" books.

Call Darci Nash in Purchasing (5391) if you have questions.

Surplus Management System

The Surplus Management System allows you to:

- 1) Create lists of surplus textbooks, Workbooks, Teacher's Editions, etc. located at your school.
- 2) Modify the quantities available as you transfer books from your school.
- 3) Look for books that your school needs.

Surplus Management System
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Purchasing

Welcome to the Surplus System. What would you like to do next?



Creating New Lists of Materials

To post surplus materials:

- 1) Enter ISBN# (Title, Copyright, and Publisher auto-populate.)
- 2) Enter number of copies available.
- 3) Choose condition of materials.
- 4) Select a date the materials will be available for shipping.

Surplus Management System

Home Book Lookup Add Book Profile Contact About SMS Logout

Purchasing

Create a record of books you have:

New Surplus

ISBN: 0547057229
 Condition: --select condition--
 Title: MATH EXPRESS
 Date Available:

0 September 2011 0

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4	5	6	7	8	9 10	
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25	26	27	28	29	30	

Surplus Management System

To create a new account for the Surplus Management System:

- 1) Open a browser and go to <http://swplusmanagement.follett.com>
- 2) Follow the link to create a new account.
- 3) The next page will prompt you to accept terms and conditions of use (this system is proprietary and confidential to Follett Educational Services. Please do not share your password or any information about the system with others)

Creating a New Account

To complete the account creation process:

- 1) Fill out the user profile information.
- 2) When entering the district name, click on the search icon to the right of "School District".
- 3) Type "Washington", pause a moment and the district options will auto-complete. Select your district to correctly link your school with all of the other schools in your district.

- 4) For any questions or suggestions please contact Maxwell Merritt 801-205-0259 or 800-621-4272 ext 46825 mmerritt@follett.com.

