

MEMO

October 12, 2006

TO: Site Principals, VP/AP, Office Managers
FROM: Georgeann Hardy, Director Instructional Materials
RE: Pick up for discarded books and instructional materials

The following dates have been set with warehouse staff to provide pick-up of 2006-2007 discarded books and instructional materials.

In order to arrange for an efficient route for warehouse pick up, the following schedule will be followed this year:

E-MAIL: SANDRA GHISELLI AT IMTC (sghiselli@slzusd.org)

DISCARD PICK-UP WEEK	Notify IMTC for WORK ORDER
Winter Break (12/25-1/5)	e-mail Sandra by December 15
Spring Break (4/9-4/13)	e-mail Sandra by March 30
After July 4	e-mail Sandra by June 14

Please e-mail Sandra Ghiselli with your intent to discard books according to the timeline above. She will put in the work order for the schools that request pick-up.

STEPS to having books/materials discards picked up at your site:

E-mail Sandra Ghiselli at IMTC to let her know that your site will have boxes of books ready for the discard.

Please tell her HOW MANY BOXES you will discard so that the information appears on a Board agenda for approval.

Pack books in boxes NO LARGER THAN A COPY PAPER BOX that have lids or can be closed. Do not pack boxes in carts or in boxes that will be so heavy that you cannot lift them yourself.

Have all books packed and ready in one location by the main office for pickup by Monday of the pick-up week. Do not have books located on the stage or upstairs.

Books will be picked up **ONLY** on Monday through Thursday of the pick-up week. There will be NO pick-up on the Friday of the pick-up week. These books/materials will go to a recycler. PLEASE DO NOT INCLUDE ANY CURRENT ADOPTIONS IN THIS PICK-UP (the only exception to this is used workbooks).

DO NOT BRING DISCARDS to the IMTC. Thank you.

Cc: Larry Maniscalco
Barbara De Barger