

Surplus Textbooks



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Surplus Definition

- District Surplus
 - Textbook inventory a district has on hand that is over the student population
 - Textbooks that your school district is not using
- Campus Surplus
 - Textbooks and teacher editions to which a school is not entitled because the number of students and teachers has either decreased or did not materialize
 - Surplus textbooks and TE's should be returned to warehouse or designated location

Where do I find Textbook Inventory?

- Must have an EMAT Logon Account
 - Listed on TEA website under forms
 - Superintendent must sign
- TEA limits # of EMAT accounts
 - Textbook Coordinator and an assistant
- EMAT Reports will list Inventory Report



Surplus Changes from Last Year

- NO MORE
 - Entering Surplus in EMAT
 - Shipping Surplus
 - Receiving Surplus
 - Rejecting Surplus
 - Emails about Surplus
 - Calling districts about surplus
 - Worn-Outs or Damaged Surplus
 - Updating Surplus
 - Why????



What Happen???

- Senate Bill 6
 - IMA gave district ownership over Inventory
 - State allocates district funding based on PEIMS, fast growth district, TEA also takes into consideration funding allocations to the Technology Lending Program, State-Developed Open-Source Materials, freight for adopted instructional materials and expenditures related to flood, fire and natural disasters. Other factors involved with the calculations include the bilingual student enrollments based on Texas Education Code (§42.153) and a 10% consecutive high enrollment growth averaged over a 3-year period.

Questions/ Answers

- Do districts order based on student enrollment?
- What about allocation is it 100% or 120%?
- Can districts sell Surplus inventory?
 - Used textbook vendors, districts, charter, and private schools
- Can districts sell Out of adoptions?
 - Used textbook vendors and recyclers
- Can districts donate Out of adoptions?
- Do districts need to continue to conduct audits?



Braille and Large Type Surplus

- Instructions for shipping surplus Braille and large type instructional materials to the Special Textbook Redistribution Center (STRC) can also be found on the following website page:
<http://www.tea.state.tx.us/index2.aspx?id=2147487109>



Tracking Inventory

- Use of Tracking Software is helpful
- Hayes – Textbook Inventory Program
- Alexandria -Textbook Tracker
- Follett - Destiny Textbook Manager
- SunGard- Textbook Module
- Skyward- Textbook Tracking
- Tracks district Textbook Inventory to campuses, students, and teachers



Defective vs. Worn Outs Textbooks TEX-013

- Publisher defects TEX- 013
- 1st two years of adoption
- Shipment error
- Missing pages
- Covers falling from spine
- Upside down pages
- Glued pages
- Contact Publisher



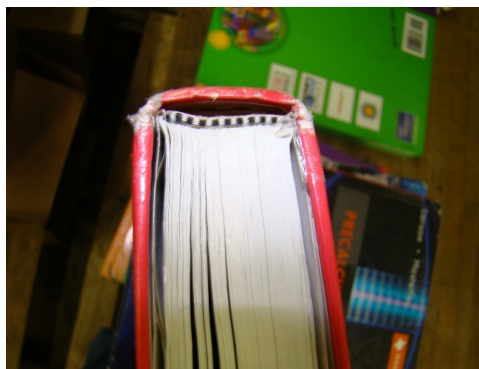
Worn-Outs

- Normal wear and tear after 2nd year of adoption
- The cover of the textbook has come away from the pages of the book.
- End papers have pulled away from cover.
- The cover is worn to the point of exposing the cardboard cover.
- Reinforcing material is worn or pulled away from cover and from contents along spine.
- The stitching is loose or broken allowing sections of textbook to separate and loosen.

Worn-Outs

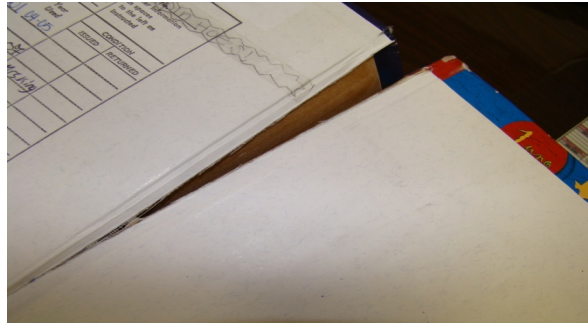
- Partial or complete separation of the binding; it may have become loose or torn at the hinges.
- The spine of the textbook has come away from the pages of the book or the spine of the textbook is broken.
- Entire page or section of the book is absent.

Worn-Out



- Start of binding becoming unglued

Worn-Out



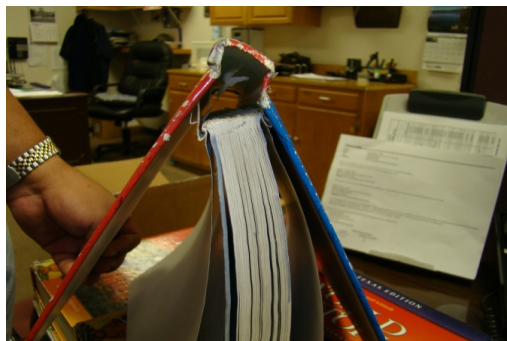
- Binding partially separating

Worn-Out



- Binding almost completely unglued

Worn-Out



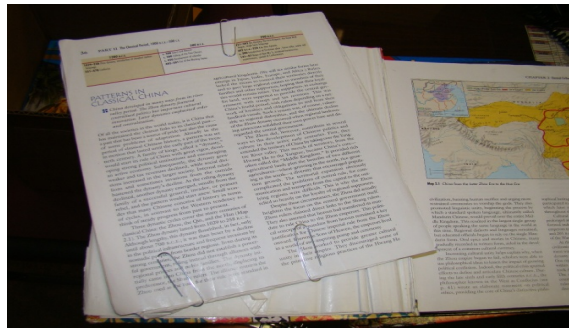
- Binding completely unglued

Worn-Out



- Binding completely undone and no longer attached to pages

Worn-Out

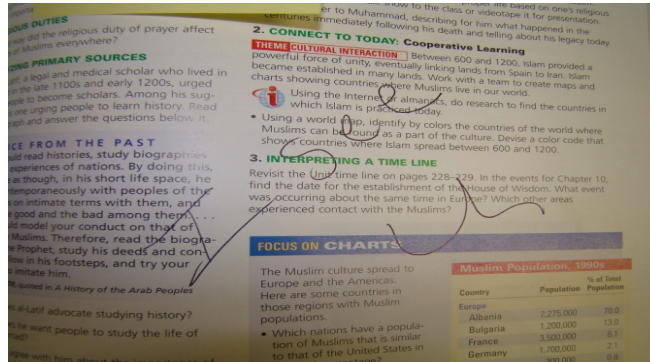


- Pages becoming unglued

Worn-out Textbook

- Textbook cover or contents are wrinkled due to having been wet or have mildew.
- The textbook is badly soiled or mutilated.
- Pages are torn or disfigured by drawings, writing, or highlighting.
- Page edges are cut or badly ink-marked.

Worn-out Textbook



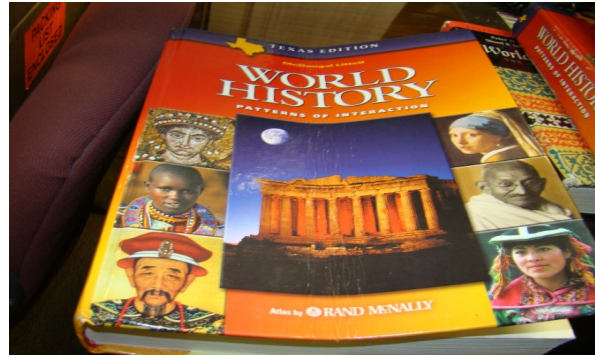
- Writing in textbook

Worn-out Textbook



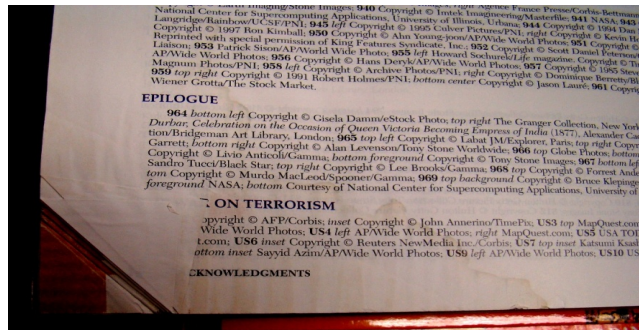
- Torn page(s)

Worn-out Textbook



- Cover of textbook bent /creased

Worn-out Textbook



- Water damage / mildew

Damaged Textbook

- Irreparable damage cause by student
- Student pays for textbook
- Options:
- District replaces w/ used textbook vendor, publisher, or does not replace if not needed
- TEA will present new rules on how to remove inventory from EMAT soon.

Contacts for Out of Adoption and Surplus Instructional Materials

- **Sell:**
 - Follett Educational Services – Yancy Parsons - Round Rock, TX
254-717-7567
 - Follett Educational Services – Chris Jackson – Houston, TX
817-800-8258
 - Textbook Warehouse – Craig Richardson – Alpharetta, GA
678-297-0744
- **Donate:**
 - Children International – Kansas City, MO 800-888-3089
 - Books for Africa – St. Paul, MN 651-602-9844
- **Recycle:**
 - Texas Recycle, Inc – Dallas, TX 214-357-0262
 - International Paper Co. – 972-418-1910

Websites

- www.tea.state.tx.us/index2.aspx?id=3373 TEA Website
- www.tcat.org TCAT Website
- www.statutes.legis.state.tx.us/?link=ED Texas Education Code
- www.tea.state.tx.us/rules/tac/ Texas Administration Code