



## Granite School District Purchasing Department Contract Summary

Contract Number: USBE230057MA  
Item: Surplus Textbook Sales

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**Purpose:** Provide schools with surplus textbook buying when a textbook has been determined to be not needed, outdated or otherwise unusable by a school.

**Contract Users:** This contract is available for use by all schools in Granite School District.

**Effective Dates:** Contract Start: April 6, 2023  
Contract Expiration: April 6, 2028  
Renewal Options: None

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**Vendor:** Mark My Words LLC (Walker Bookstore)  
1104 W Geneva Dr  
Tempe, AZ 85282

**Vendor Contact:** Susan Walker  
**Phone:** 866-722-7833  
**Email:** [susan@walkerbookstore.com](mailto:susan@walkerbookstore.com)

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**Determination of Surplus Status:** When a textbook has been determined to be not needed, outdated or otherwise unusable by a school.

- Procedures:**
1. Books should be offered to other schools and the district Curriculum and Instruction Department before utilizing this contract.
  2. If there is no interest from other schools or the district, a principal should dispose of the books through one of the following processes. **These disposal options are to be followed in the order provided:**
    - a. For books with market value, sell the books to Mark My Words LLC through this contract. See "Process for Textbook Buyback" below.
    - b. For no value materials, donate them to any individual or group that may have use for them.
    - c. If no party is interested in receiving the donated no value materials, submit an equipment transfer form to the district warehouse to have the books removed.

## **Process for Textbook Buyback:**

### **STEP 1: EVALUATION OF MATERIAL**

Please evaluate your textbooks using the following checklist. Books with one or more of the following conditions should be donated or recycled.

#### **TEXTBOOK AND WORKBOOK CONDITION CHECKLIST**

1. Ensure the covers are in good condition. This excludes:
  - o Publisher samples (labeled “review copy not for sale” on the cover)
  - o A watermark on one or more pages of the text stating that the book is a sample, review, or exam copy
  - o Books with review/sample labels (unless the labels are removed)
  - o Embossed or cut corners (unless rebound)
  - o First printing of any state specific edition title
  - o Any state specific edition textbooks with cut corners
  - o Excessive peeling or frayed corners
  - o Dirt, dust, grease, or sticky residue on cover (unless properly cleaned)
  - o Improper lamination
  
2. Ensure the spines are in good condition. This excludes:
  - o Damaged spines or book blocks
  - o Excessive writing on cover or spine
  - o Excessive discoloration/fading
  - o Improperly rebound books
  
3. Ensure the insides of the textbooks or workbooks are in good condition. This excludes:
  - o Missing pages
  - o Unrepaired or improperly repaired torn pages
  - o Profanities and gang insignias that cannot be erased or repaired
  - o Excessive use of labels to cover markings
  - o Excessive highlighting, notes, or underlining
  - o Water damage beyond acceptable standards
  - o Excessive number of wavy pages

### **STEP 2: COMPLETE AND SUBMIT REPORT TO VENDOR**

Complete the Surplus Textbook Inventory Sheet found on the Purchasing/Warehouse Department website found under the “Purchasing Forms”. The volume of the sale will determine whether the vendor schedules a truck to pickup the inventory or they send shipping labels for shipment to their facility.

### **STEP 3: PAYMENT TO SCHOOLS**

A check will be issued within two weeks of inventory arrival at the vendor’s facility. Inventory condition will affect value.

#### **STEP 4: DONATE OR RECYCLING OF “NO VALUE” MATERIALS**

Principals are authorized to donate materials to any interested organization or individual after Mark My Words has been given the option to purchase the materials. If no organization or individual is interested in the no value materials, the school should complete an equipment transfer form and work with the district warehouse to have the materials transferred to the surplus warehouse for recycling.

**Please note that Mark My Words can also remove the no value materials under their contract, but they will charge you for the service, thus the district surplus process.**

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