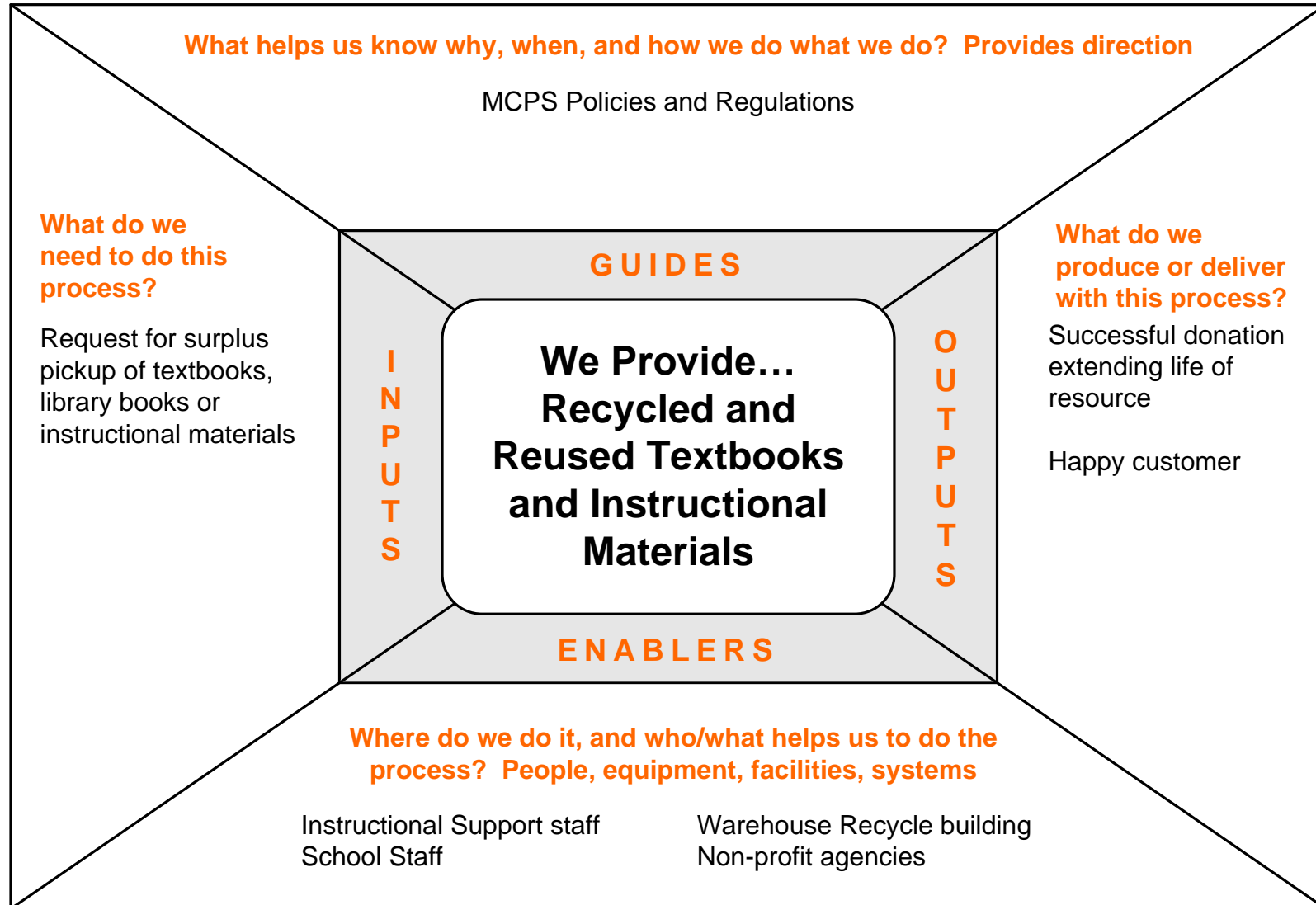


Process Begins when

Request for surplus pickup of textbooks, library books and instructional materials is received

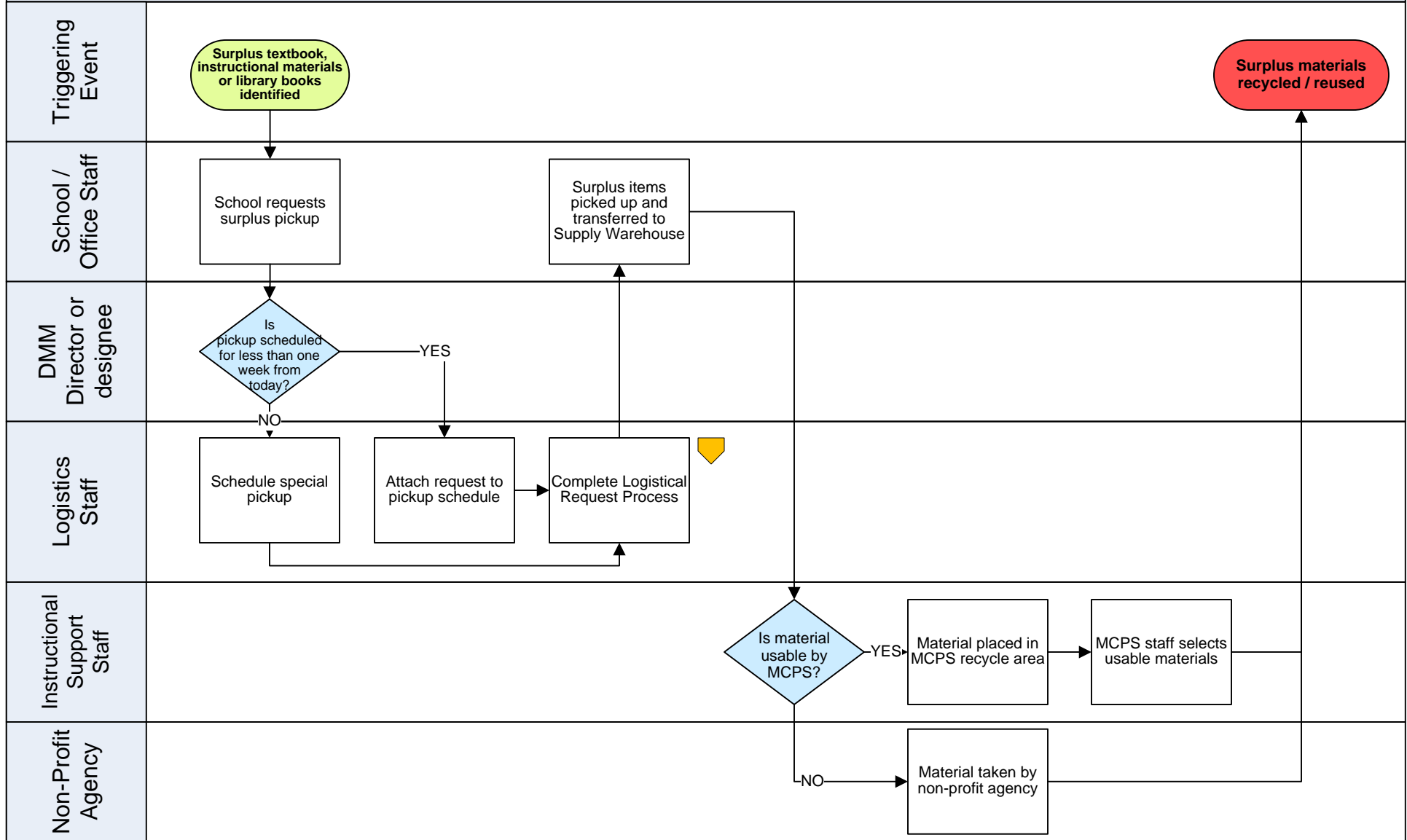
Process complete when

Surplus materials are recycled or reused



To Key Process

Instructional Materials Unit: Recycle/Reuse Textbooks and Instructional Materials Process



Surplus materials recycled / reused

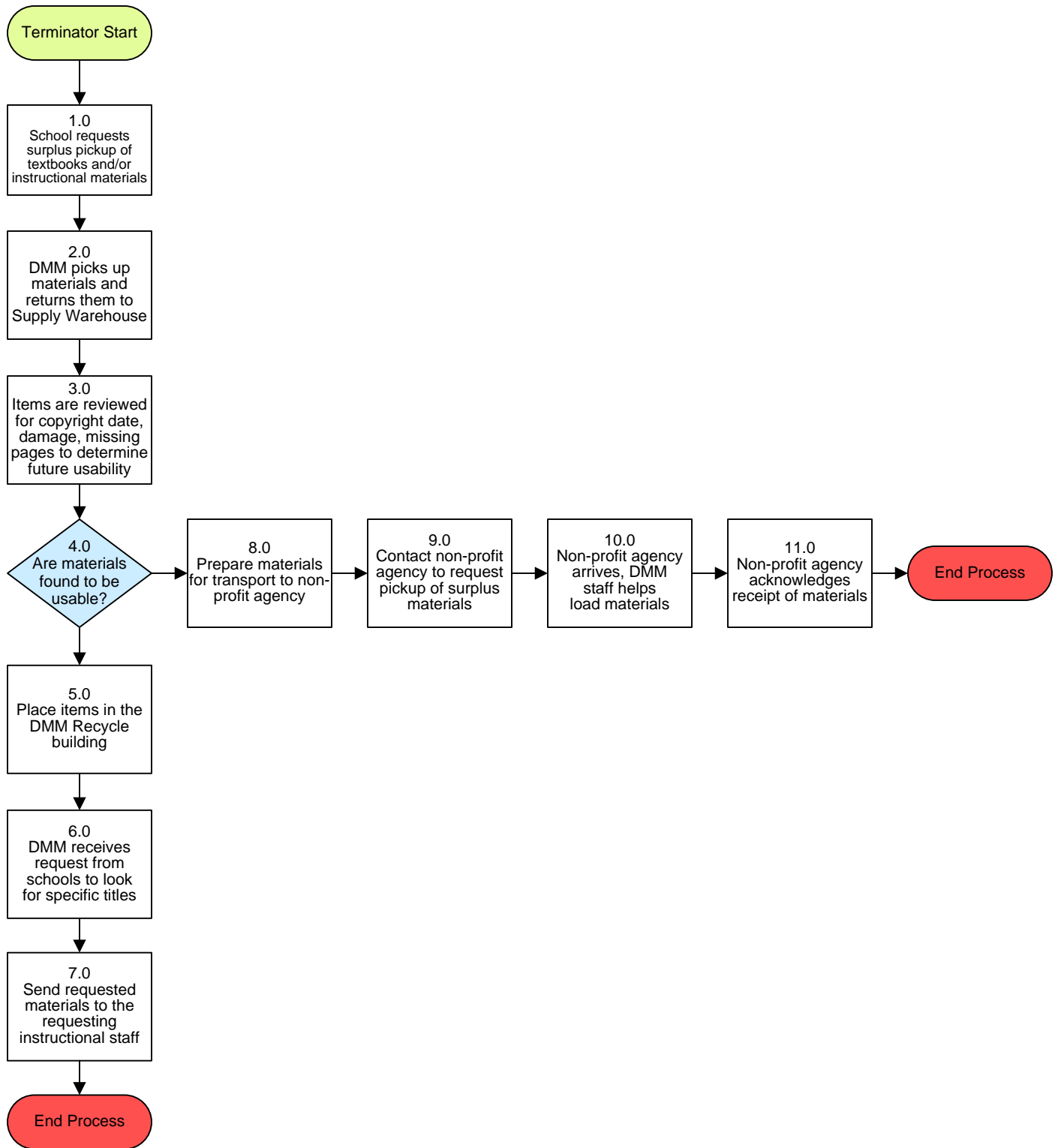


To Sub Process




Return to IGOE

Instructional Materials Unit – Recycle/Reuse Textbooks and Instructional Materials Process



 To Details

 Return to Key Process

Instructional Support Services – Recycle/Reuse Textbook and Instructional Materials Process

3. PROCESS AREA/BUSINESS AREA DESCRIPTION

Step 1.0: School requests surplus pickup of textbooks and/or instructional materials

Periodically schools determine that certain textbooks and/or other instructional materials are surplus to their needs and request that DMM pick up these items.

Step 2.0: DMM picks up materials and returns them to Supply Warehouse

Step 3.0: Items are reviewed for copyright date, damage, missing pages to determine future usability

Items are examined so as to answer the following questions. Are these materials obsolete? Do these materials support MCPS curriculum? Are they 10 years or older? Do they have missing pages? Items that are obsolete, do not support MCPS curriculum, have missing pages, or are more than 10 years old are no longer usable to MCPS and are to be donated to a non-profit agency.

Step 4.0: Are materials found to be usable?

If yes, proceed to Step 5.0. If no, skip to Step 8.0.

Step 5.0: Place items in the DMM Recycle building

Step 6.0: DMM receives request from schools to look for specific titles

Step 7.0: Send requested materials to the requesting instructional staff

This ends the process.

Step 8.0: Prepare materials for transport to non-profit agency

Materials are donated to non-profit agencies with programs that promote the donation and redistribution of such materials. Agencies with programs designed to accept and redistribute these items are chosen for these donations. Agencies must not sell these items for profit and should use them to further the education of children.

Step 9.0: Contact non-profit agency to request pickup of surplus materials

Step 10.0: Non-profit agency arrives, DMM staff helps load materials

Step 11.0: Non-profit agency acknowledges receipt of materials

Non-profit agency often sends a thank you note to DMM. This ends the process.



Return to Sub Process