



ARKANSAS TEXTBOOK PUBLISHERS ASSOCIATION

TO: All District and Private Schools

FROM: Arkansas Textbook Publishers Association

RE: Publishers Support of Textbook and Ancillary Materials

DATE: October 1, 2008

As textbook publishers, we strive to do all that we can to provide the highest quality instructional materials and service to the schools in Arkansas. However, the members of the Arkansas Textbook Publishers Association have noted an increase in the purchase of **USED** textbooks by some schools, thus compromising our ability to provide such service. It is our obligation to emphasize the following points:

- Samples sent to the schools for review purposes are the property of the publisher. They are **NOT** to be sold to **USED** book companies. Samples that are not adopted by the school must be returned to the publisher at the Depository.
- Complimentary teacher support materials cannot be provided for **USED** textbooks. Teacher support materials are available for purchase from the publisher when the school chooses to purchase **USED** textbooks.
- The publisher cannot accept responsibility for servicing the purchase of **USED** textbooks. This includes in-service of materials, correlations to the state curriculum frameworks, and other services provided to the schools when new textbooks are purchased from the publishers.
- There is **NO** guarantee against content errors and binding of books in first printings, generally purchased from **USED** book companies.
- **USED** textbooks cannot be returned to the Depository or directly to the publisher for credit.
- When requesting complimentary and/or support materials, it is suggested that a copy of your purchase order be supplied to the publisher's representative.

We, the publishers, intend to give the best service possible and will continue to work for the schools in Arkansas.

Please see the Arkansas Department of Education Commissioner's memo on this topic on the back.



Arkansas. COMMISSIONER'S COMMUNICATION

DEPARTMENT OF EDUCATION

4 State Capitol Mall Little Rock, Arkansas 72201-1071 (501) 682-4475
Dr. Kenneth James, Commissioner

Memo Number : COM-09-048

Date Created : 09/16/2008

Attention: Superintendents Co-op Directors Elementary Principals Middle School Principals High School Principals other: Curriculum Specialists	Type of Memo:	Informational
	Response Required:	Optional

Section: Central Administration - Dr. Diana Julian, Deputy Commissioner

Subject:
Disposition of Used Textbooks/Instructional Materials

Contact Person:
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N/A

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This memorandum addresses the sale or other disposition of used textbooks and other instructional materials. The following guidelines provide acceptable methods of disposing of unusable, outdated textbooks:

1. Textbooks/instructional materials currently on any section of the state-approved list shall not be sold or disposed of in any way, except by giving to other districts when class sizes fluctuate.
2. Textbooks/instructional materials out of adoption (no longer on the state list) may be donated to students, parents, public libraries, or other charities.
3. Textbooks/instructional materials out of adoption may be sold or donated for recycling. If resold, districts must provide proper auditory trails showing that money collected is spent for other textbooks. **Textbooks/Instructional materials may not be sold to "used book" dealers.**
4. If textbooks are to be destroyed, recycling is the most desirable method, followed, but only as a last resort, by burning.
5. Districts should make every effort to dispose of out of adoption materials by giving them to children, parents, libraries, or charities. Sales or physical destruction by burning should be only a disposition of last resort.
6. When adoption choices are made, publishers may offer and districts may accept only the complimentary materials filed as an addendum to the state contract. No additional complimentary materials may be offered by publishers or requested or accepted by districts.