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

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**Inputs**
Request for surplus pickup of textbooks, library books or instructional materials

**Guides**
MCPS Policies and Regulations

**Outputs**
Successful donation extending life of resource
Happy customer

**Enablers**
Instructional Support staff
School Staff

Instructional Support staff
Warehouse Recycle building
Non-profit agencies

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What helps us know why, when, and how we do what we do? Provides direction

What do we need to do this process?

What do we produce or deliver with this process?

Where do we do it, and who/what helps us to do the process? People, equipment, facilities, systems
Instructional Materials Unit: Recycle/Reuse Textbooks and Instructional Materials Process

**Triggering Event**

- Surplus textbook, instructional materials or library books identified

**School / Office Staff**

- School requests surplus pickup
- Surplus items picked up and transferred to Supply Warehouse

**DMM Director or designee**

- Is pickup scheduled for less than one week from today?
  - YES
    - Complete Logistical Request Process
  - NO
    - Schedule special pickup
    - Attach request to pickup schedule

**Logistics Staff**

- Complete Logistical Request Process

**Instructional Support Staff**

- Is material usable by MCPS?
  - YES
    - Material placed in MCPS recycle area
    - MCPS staff selects usable materials
  - NO
    - Material taken by non-profit agency

**Non-Profit Agency**

- Return to IGOE

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

Terminator Start

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

2.0 DMM picks up materials and returns them to Supply Warehouse

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

4.0 Are materials found to be usable?

4.0 Prepare materials for transport to non-profit agency

5.0 Place items in the DMM Recycle building

6.0 DMM receives request from schools to look for specific titles

7.0 Send requested materials to the requesting instructional staff

8.0 Contact non-profit agency to request pickup of surplus materials

9.0 Non-profit agency arrives, DMM staff helps load materials

10.0 Non-profit agency acknowledges receipt of materials

11.0 End Process

End 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.