



State of New Jersey

DEPARTMENT OF EDUCATION

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June 8, 2011

TO: District Superintendents
Charter School Lead Persons

FROM: Pam Castellanos *PJC*
Division of Field Services

SUBJECT: Textbook Sharing Website – Annual Notification of Procedures

PLEASE SHARE THIS INFORMATION WITH INDIVIDUALS RESPONSIBLE FOR
TEXTBOOK PURCHASING, RECYCLING, ETC.

As you know, N.J.S.A. 18A; 34-3, the law regarding sharing of textbooks among school districts, requires districts to notify the Department of Education regarding any textbooks the district intends to **discard**. The Department is responsible for creating a statewide textbook database, which would facilitate the transfer of used textbooks from one district to another.

The purpose of this memo is to remind you that the Department has created a web-based process, which includes a database for districts to post information regarding used textbooks. The link for accessing this database can be found at: <http://education.state.nj.us/textbook/>. There are two options available to districts using this website: to post information regarding textbooks that are available or to look for textbooks that have been posted. Attached is a sample of the textbook posting form, as it appears on the website. Please note that, in order to access this form, school districts must enter their district and school codes.

Once the data is entered onto the on-line form, the textbook listing(s) will be posted in the textbook database for 120 days. Districts that wish to check the database to see what textbooks are available will be able to view this on-line information for 120 days. Districts that wish to acquire used textbooks listed in the database are responsible for contacting the donating district and making all necessary arrangements for acquisition. Following the 120-day posting period, textbooks listings will automatically be removed from the database.

Please note the following guidelines that have been established for textbook sharing:

1. **For textbooks published prior to 2001:** These textbooks cannot be entered into the Department's textbook sharing database. Only textbooks published from 2001-2011 can be entered into the database. Districts should take appropriate measures to share or recycle, if applicable, or dispose of, if necessary, textbooks published prior to 2001.
2. **For textbooks published from 2001-2011:** If a district plans to recycle used textbooks by distributing them to students, parents, educational agencies or institutions or others, those books ***should not*** be posted on the website. Or a district may opt to sell used textbooks – do not post them on the website. **Post only those books that the district does not intend to use or does not plan to donate or sell to other individuals or groups.**
3. The textbook sharing law does not apply to textbooks that are “worn out or useless due to damage or mutilation.” Such textbooks can be disposed of without posting, regardless of publication date.

If you have questions about this process, please contact Pam Castellanos via e-mail (pam.castellanos@doe.state.nj.us) or by phone (609-984-6755).

Attachments

S:textbooksharingnotificationJune10,2011/cgs

c: Executive County Superintendents
LEE Group
Garden State Coalition