



Pasadena Unified School District
Instructional Services
 LEARNING MATERIALS

Discard Learning Materials

Discard Learning Materials are items that are part of old textbook adoptions. Discards do not include items that are currently in use in PUSD schools. All Discard Learning Materials should be sent to the Warehouse for proper disposal. The CRT (elementary schools) or Library Coordinator/Librarian (secondary schools) may request a Pick-up of Discards at any time during the school year. The Warehouse tries to pick-up properly prepared discards on the school sites regular delivery day, as time and space on the warehouse truck permits.

Please adhere to the following procedures:

1. The **CRT** or **Library Coordinator** boxes up the discarded materials. Do not use boxes larger than the approximate size of a case of paper. Please make sure the bottom of the box is taped closed. Do not put more than one content area in one box. Books from multiple grades may be put in the same box if they are all the same content area. Books from multiple publishers may be put in the same box if they are all the same content area.
2. The **CRT** or **Library Coordinator/Librarian** completes a Discard Box Label for each box of Discard Learning Materials. Write the school name and circle the grade span and content area of the materials included in the box. Attach one Discard Box Label to each box.
3. The **CRT** or **Library Coordinator/Librarian** works with the **Office Manager** at the school to submit a work request. Be ready to provide the following information for the Office Manager:
 - Type of Warehouse Pick-up: Discards
 - Number of Boxes
 - Deliver to location: Learning Materials
 - Contact Person and Extension: Your name and phone extension
4. The **CRT** or **Library Coordinator/Librarian** works with the **Custodian** to have the boxes moved to the assigned pick-up/delivery location. Please ask the Custodian to arrange the boxes on a pallet for pick-up. If empty pallets are needed, please call or e-mail the DSC Warehouse and they will be delivered to your site on the next scheduled delivery day. Discard Learning Materials must be in the assigned pick-up/delivery location the evening prior to the assigned pick-up/delivery day. (See District Delivery Days and School Site Delivery Locations.)
5. Most work requests for a warehouse pick-up of Discard Learning Materials will be done on the next following regular delivery date, after the work request is received by the **Lead Warehouse Worker**. If a pick-up is needed by a certain date, plan ahead to submit the work order request with enough advance notice.
6. Questions or concerns about a work request for a Discard Learning Materials Pick-up should be directed to the **Learning Materials Coordinator or Lead Warehouse Worker**.