



THE NEW YORK CITY DEPARTMENT OF EDUCATION

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DIVISION OF CONTRACTS AND PURCHASING

Regional and School Based Procurements

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Book Buy Back Program Frequently Asked Questions

How can I sign up for the program?

- Post the list of textbooks on the Famis Portal in the Inventory section under the Miscellaneous option. Click on its Book Buy Back Program and enter the list of materials. This list will then be sent to the appropriate vendor for notification.

What are the benefits to my school?

- **Free Labor:** Up to ½ day of labor and trucking services are provided free of charge to remove unneeded textbooks.
- **Space:** Gain valuable storage space.
- **Financial:** Books with determined resale value are paid for, generating some extra cash for schools.

How can I maximize the results of this program and what do I need to do to prepare for the Book Pick-Up Visit?

- Have appropriate staff identify and tag all unneeded textbooks.
- Where possible, collect and consolidate unneeded books in a single location, near an access point to the building. Alternatively, try to consolidate books to a few locations, one per floor, etc.
- **YOU MUST HAVE KEYS FOR ALL BOOK STORAGE LOCATIONS!**
- Notify Custodial and Security staff in advance of our visit.

When will you come to pick up the books?

- There are 2 visits. The first is an **Assessment Visit** to meet with the schools contact person. Objectives of this visit are to clarify program details, examine book room locations, estimate the volume of materials and potential value, and to review building logistics with the Custodians.
- At the conclusion of the assessment visit, we will set up a date for the **Book Pick Up Visit**. Normally this will be within three weeks of the Assessment Visit date.

What types of books are not applicable to this program?

- Proprietary items published by NYC BOE or other groups, Trade Paperbacks, Library Books, Encyclopedias and the like.