

Obsolete/Surplus Textbook/Workbook Pick-Up Procedure
Mark My Words dba Walker Bookstore
Account Executives: Susan and Fred Walker
clarkcounty@walkerbookstore.com
Susan: 1-866-722-7833 ext. 711
Fred: 1-480-353-9821

Please note: These services are not available July 1 – July 31.

Please prepare your obsolete and surplus textbooks/workbooks for pickup as follows:

- Gather materials to a location that is suitable for pickup. All materials for discard must be in one location.
- A ground floor location with nearby truck access is required for safety reasons, preferably in a dock area if available.
- Books do not need to be placed in boxes, and should be stacked loose.
- Factory boxed books and workbooks in original factory boxes are preferred as they are accepted in that form by the recycler. If the books are not in their factory boxes, they should be loose. If the books are left in other boxes or bins, the books will be removed on pickup from these containers, and the containers and boxes will be left for the school to dispose of.
- Only books and workbooks will be picked up.

Contact Mark My Words dba Walker Bookstore:

- Email or call one of the Mark My Words Account Executives at the information above
- Please identify school name, contact name and phone number, email address, and the *approximate* number of books to be picked up. If the office manager is not the contact, please provide the office manager's name, phone number, and email address. Provide the school principal's name, phone number, and email address. The principal and office manager will be copied on communications.

Process:

- Mark My Words is located in Tempe, Arizona and requires the District to have at least 10 schools requiring pickups before they will schedule a project and route a truck to Las Vegas.
- Once the District reaches at least 10 schools, the account representative will communicate with the schools to schedule the service. A Mark My Words recycling specialist will visit the schools and if books are identified to be purchased during their operations, purchasing agents will be notified.
- The Purchasing Agent will schedule a visit to box the books that are purchased, prepare them for shipment to the supplier's warehouse, and provide the school with a check.
- Materials that do not have a resale value will be packaged for recycling by the Recycling Specialist and removed.
- Schools that provide Mark My Words with the ISBN numbers prior to the project date will get the highest priority for possible purchase.
- These services are not available from July 1 – July 30 each year.