



Clark County School District Curriculum Recycling Protocol

Obsolete/Surplus Textbook/Workbook Pickup Process

Mark My Words is the awarded supplier for the pickup of obsolete textbooks/workbooks.

Preparation for Pickup

- Gather materials at a location that is suitable for pick up. 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.
- 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 placed in other boxes or bins, they will be removed on pickup from these containers, and the containers and boxes will be left for the school to dispose of.

Contact Supplier: Mark My Words

- Email or call one of the Mark My Words account executives to begin the pickup process.
 - Susan Walker: (866) 722-7833 Ext. 711
 - Jeremiah Cody: (866) 722-7833 Ext. 719
 - Email: clarkcounty@walkerbookstore.com
- In your communication, identify the school name, contact name, contact phone number, and approximate number of books to be picked up.

Pickup Process

- Mark My Words has a weekly pickup on Thursdays. If the pickup volume increases during the month and usually during the summer, an additional pickup will be added on Tuesdays.
- The recycling specialist may recognize books that possibly meet requirements for purchase. If so, the books will be set aside and marked for review after the pickup. Later, the Mark My Words purchasing agent will evaluate the books. If it is determined that Mark My Words will purchase the books, a check will be sent to the school. This process could take a couple of weeks.
- Schools that provide Mark My Words with the ISBN numbers prior to the projected pickup date will get the highest priority for possible purchasing.
- Materials that do not have a resale value will be packaged for recycling by the recycling specialist and will be removed.

Contact Information

For questions regarding the new process, please contact the Purchasing Department at (702) 799-5225 or visit <https://ccsd.net/departments/purchasing-warehousing>.