

Procedures for Shipping Surplus Materials

1. Inspect all textbooks. Make sure the materials are not worn-out.
2. Ensure that all of the adopted material's components are included in the shipment.
3. Include a packing list in each box.
4. Books containing handwritten notes or drawings should not be sent.
5. Make absolutely sure that the boxes used to ship textbooks weigh 40 pounds or less. Lifting boxes weighing more than 40 pounds could cause injury to the individual receiving the shipment.
6. Make sure boxes are adequate for shipping. Some boxes cannot hold the weight of the heavy books. It is better to send several small boxes rather than a few big ones.
7. Include packing material in the boxes so that the textbooks do not shift and cause damage to the contents in the boxes or the boxes themselves.
8. Never ship sample copies of textbooks or textbooks marked as a "classroom set".