

PROCESS FOR OBSOLETE BOOKS

Library Media Services



COLUMBUS
CITY SCHOOLS

1. You **MUST** mark out with **black marker** anything that mentions: **CCS** or **YOUR SCHOOL** Name.

*You should have already deleted the book from your school

Destiny catalog and removed the barcode.

2. Put books in strong **boxes** and tape securely shut.

3. Attach completed **labels** to the boxes with packing tape.

4. Submit a **Delivery Service Work Request** via **CCS Intranet** (located in Document and Forms). Below are the directions for submitting a Delivery Request. **You can also ask your building secretary or custodian to submit the request for pick up.**

- a. Go to **CCS Intranet** (accessible from **CCS Staff Page** website)
- b. Go to **Departments**
- c. Click on **Purchasing, Delivery Services, Print..**
- d. Click on **Delivery Services Work Request (DSWR)**. This is the request for items without asset tags.
- e. It will download an **Excel File** to your **Computer**. Open file and **Enable Content**
- f. Then **Select Service Type** from the **Drop Down List**. To send to the warehouse for pulp **Select General Pick-Up**. Then click the **white box**, **click here**.
- g. Complete the top box with your information. Your building is from a **drop down list**.
- h. Put in the number of boxes and the description should be **books for pulp**.

- i. Save/print as a PDF and name as the request number in the right corner.
- j. Send the PDF to deliveryservices@columbus.k12.oh.us. The request number should be in the subject line.
- k. Print a hard copy of the request and tape to one of the boxes. This will help the drivers identify what is supposed to be picked up in case you are not there.