

Baltimore County Public Schools
Department of Business Services
Distribution & Print Services

Subject: WITHDRAWN BOOKS		Operating Procedure: OP 5006.8	
Effective Date: July 1, 2006	Revised Date: July 1, 2006	Distribution: ACCOUNT MANAGERS	
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Policy:

The Office of Distribution Services provides a service of picking up withdrawn library and textbooks.

Procedures:

Place withdrawn books in cartons sealed with strong tape. Mark all cartons "WITHDRAWN BOOKS".

Complete a "T" transfer requisition and send to the Office of Distribution Services listing the number of cartons and location. (OP 5008.0)

Cartons will be picked up in a timely manner.