



State of New Jersey  
DEPARTMENT OF EDUCATION  
PO Box 500  
TRENTON, NJ 08625-0500

CHRIS CHRISTIE  
Governor

KIM GUADAGNO  
Lt. Governor

DAVID C. HESPE  
Commissioner

June 28, 2016

TO: District Superintendents  
Charter School Lead Persons

FROM: Pam Leggio  
Division of Field Services

SUBJECT: Textbook Sharing Website – Annual Notification of Procedures

PLEASE SHARE THIS INFORMATION WITH INDIVIDUALS RESPONSIBLE FOR  
TEXTBOOK PURCHASING, RECYCLING, ETC.

*N.J.S.A.* 18A:34-3, the law regarding sharing of textbooks among school districts, requires districts to notify the New Jersey Department of Education (NJDOE) regarding any textbooks the district intends to discard.

This memo reminds districts that the NJDOE has created a web-based database to facilitate the transfer of used textbooks from one district to another. The link for accessing this database can be found at <https://homeroom5.doe.state.nj.us/textbook/>. Districts can post information about textbooks that they have available, and districts can search the database for available textbooks that have been posted. Attached is a sample of the textbook posting form as it appears on the website. Note: In order to access this form, school districts must enter their district and school codes.

Once the data is entered onto the online form, the textbook listing(s) will be posted for viewing in the textbook database for 120 days. Districts that wish to acquire used textbooks listed in the database are responsible for contacting the donating district and making the necessary arrangements for acquisition. After 120 days, textbook listings will automatically be removed from the database.

The following guidelines that have been established for textbook sharing:

1. **For textbooks published prior to 2006:** These textbooks cannot be entered into the Department's textbook sharing database. Only textbooks published from 2006-2016 can be entered into the database. Districts should take appropriate measures to share or recycle, if applicable, or dispose of, if necessary, textbooks published prior to 2006.

2. **For textbooks published from 2006-2016:** If a district plans to recycle used textbooks by distributing them to students, parents, educational agencies or institutions, or other individuals or groups, those books *should not* be posted on the website. Or, if a district opts to sell used textbooks, do not post them on the website. **Post only those books that the district does not intend to use or does not plan to donate or sell to other individuals or groups.**
3. The textbook-sharing law does not apply to textbooks that are “worn out or useless due to damage or mutilation.” Such textbooks can be disposed of without posting, regardless of publication date.

Those with questions about the process should contact Pam Leggio via email at [countyoffices@doe.state.nj.us](mailto:countyoffices@doe.state.nj.us) or call (609) 984-6755.

#### Attachments

- c: Members, State Board of Education
  - David C. Hespe, Commissioner
  - Senior Staff
  - Diane Shoener
  - Executive County Superintendents
  - Executive County School Business Officials
  - Executive Directors for Regional Achievement Centers
  - NJLEE Group
  - Garden State Coalition of Schools