

## **FINANCIAL SERVICES**

### **Purchasing and Supply**

#### **Textbook Rebinding**

This regulation supersedes Regulation 7459.4.

#### **I. PURPOSE**

To provide instructions to program managers for obtaining rebinding of hardcover textbooks.

#### **II. SUMMARY OF CHANGED SINCE LAST PUBLICATION**

- A. The office name for Supply Services has been changed to Procurement Services throughout this regulation.
- B. Section III. reflects the change in the intranet web link for submitting warehouse job requests.
- C. Section III. reflects the change of office name, location, and telephone number for Library Accounts and Acquisitions.

#### **III. CALENDAR OF EVENTS**

June (third week)	Warehouse requests are submitted online at <a href="http://fcpsnet.fcps.edu/fsapps/wareHouseRequest/wrLogonPage.html">http://fcpsnet.fcps.edu/fsapps/wareHouseRequest/wrLogonPage.html</a> . Schools must have submitted a warehouse request for pickup of books to be rebound prior to the fall school opening.
June (last week)	Books will be picked up from schools and prepared for consolidated shipment to the rebinding vendor.
After July 1	Schools may request book rebinding throughout the school year by submitting a warehouse request. An estimated 60 to 90 days should be allowed for delivery.
August (third week)	Books will be received at the warehouse from the rebinding vendor, inventoried, and shipped to schools.

**IV. RESTRICTIONS**

This rebinding service does not apply to the following: previously rebound books, paperback books with less than a 1/8-inch margin, library books, periodicals, textbooks that have missing pages, and textbooks that have experienced severe water damage. For the rebinding of library books and periodicals, contact Library Information Services, Instructional Program Support Center, at 703-916-6925.

**V. ACTION**

A. The Office of Procurement Services shall:

1. Pick up books to be rebound from schools and later return them. Books should be packed in accordance with instructions found in paragraph B.
2. Provide boxes, if required, for book rebinding purposes only. Program managers may contact the warehouse at 703-658-3640.
3. Process all invoices for payment to rebinding vendor.

B. Program managers shall:

1. Inspect books to determine suitability for rebinding.
2. Pack books in boxes of uniform size not to exceed 60 pounds per box. Improperly packed boxes will not be accepted.
3. Label boxes "TEXTBOOK REBINDING" and include the school's name on the label. Labels can be obtained by calling the warehouse at 703-658-3640.
4. Mark one box "BINDERY FORM ENCLOSED." Include a list of book titles, edition, and/or ISBN number, number of volumes per title, and the number of boxes included in the shipment. Enclose the original form in the box and send one copy to the Office of Procurement Services, in accordance with the instructions in item B.6. Boxes should be numbered 1 of 5, 2 of 5, etc.
5. Seal all boxes and place them in one location easily accessible for pickup.
6. **IMPORTANT:** Submit an online warehouse request. Under "Job Type" select "Textbook Rebinding." Include the number of boxes to be picked up. Send a copy of the bindery form through the pony to the Office of Procurement Services Warehouse, Attn: Receiving Section.

**VI. FUNDING**

This rebinding service shall not be charged to the schools. Should an invoice mistakenly be sent to a school for payment by the rebinding vendor, program managers should forward the invoice to the Office of Procurement Services, Warehouse, Attn: Administrative Assistant.

**VII. RECEIVING REPORTS**

When delivery of the rebound books is made to a school, the warehouse driver shall obtain a receipt signed by the school's authorized representative.

**VIII. OVERDUE SHIPMENTS**

Inquiries regarding overdue shipments must be directed to the Office of Procurement Services, warehouse coordinator, at 703-658-3640.

**IX. CONTACT WITH REBINDING FACILITY**

- A. Only the Office of Procurement Services is authorized to contact the rebinding facility regarding procedures covered by this regulation.
- B. Program managers who make arrangements directly for services with the rebinding facility shall be responsible for any charges incurred. No action shall be taken or responsibility incurred by the Office of Procurement Services concerning such an individual arrangement.