



STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: June 23, 2021
To: Chief School Administrators, Charter School and Renaissance School Project Leads, Approved Private Schools for Students with Disabilities and Nonpublic School Administrators
Route To: Homeroom Administrator
From: Daryl Minus-Vincent, Acting Assistant Commissioner
Division of Field Services

Textbook Sharing Application

In accordance with *N.J.S.A. 18A:34-3*, Local Education Agencies (LEAs) must notify the New Jersey Department of Education (NJDOE) regarding textbooks that the LEA intends to discard. In doing so, the LEA will be contributing the textbooks no longer needed into the NJDOE's Statewide textbook bank. These textbooks will be made available to all LEAs through the NJDOE Homeroom application.

LEAs must submit the textbooks they intend to discard via the NJDOE's [Homeroom](#) application. Each LEA Homeroom administrator must designate an individual within each school building to maintain the textbook sharing application. Each textbook entered in the application must be assigned a grade level.

The NJDOE will maintain the textbook listings for viewing on the site for 120 days, at which time they will automatically be removed and LEAs and schools are free to discard the books.

The following guidelines have been established for textbook sharing:

Textbooks published prior to 2011: These cannot be entered into the NJDOE's textbook-sharing database. Only textbooks published after 2011 can be entered. Districts should take appropriate measures to otherwise share, recycle or dispose of textbooks published prior to 2011.

Textbooks published from 2011-2021: 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. Similarly, if a district opts to sell used textbooks, those books *should not* be posted on the website. *Post only those books the district does not intend to use, donate, or sell to other individuals or groups.*

Worn textbooks: The textbook-sharing law does not apply to textbooks that are worn out or useless due to damage or mutilation. Such textbooks may be disposed of without posting, regardless of publication date.

If you have questions, please email countyoffices@doe.nj.gov or call (609) 376-9099.

c: Members, State Board of Education
Angelica Allen-McMillan, Ed.D., Acting Commissioner of Education
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