In accordance with N.J.S.A. 18A:34-3, school districts must notify the New Jersey Department of Education (NJDOE) regarding textbooks the district intends to discard.

The application is accessed through the NJDOE’s Homeroom portal. Each district Homeroom administrator must designate an individual within each school building to maintain the textbook sharing application. Each book 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 districts and schools are free to discard the books.

The following guidelines have been established for textbook sharing:

**Textbooks published prior to 2009:** These cannot be entered into the NJDOE’s textbook-sharing database. Only textbooks published from 2009-2019 can be entered. Districts should take appropriate measures to share or recycle, if applicable, or dispose of, if necessary, textbooks published prior to 2009.

**Textbooks published from 2009-2019:** 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 can be disposed of without posting, regardless of publication date.

If you have questions, please contact Paula Bloom at paula.bloom@doe.nj.gov or call (609) 376-9099.

c: Members, State Board of Education
   Lamont O. Repollet, Ed.D., Commissioner
   Statewide Parent Advocacy Network
   Garden State Coalition of Schools
   NJ LEE Group