

MAINTENANCE AND CONTROL OF INSTRUCTIONAL MATERIALS

Textbook Inventory

1. The superintendent will keep a list of the textbooks authorized for use in the public schools, showing the schools in which each book is authorized for use.
2. Principals will maintain lists of all textbooks used in their schools. The lists will show title, author, publisher, copyright dates, dates of adoption, number of copies in the various categories of condition, classes and grades in which textbooks are used, and location.
3. Duplicate copies of principals' lists will be submitted to the superintendent annually in October.
4. Lists will include the books and publications now authorized for use in the public schools. No alterations will be made therein except upon the recommendation of the superintendent and in keeping with Committee policy.

Textbook Loan to Nonpublic School Pupils

1. Specific periods of time for nonpublic school pupils to apply for textbooks will be publicly advertised in June and again in July of each year.
2. Only textbooks included in the approved list of textbooks published by the state department of education will be ordered.
3. A file of such applications will be maintained in the office of the superintendent together with separate inventory of all books purchased for this program.
4. Specific dates will be publicly advertised for issuance of the textbooks prior to the opening of school in September.
5. Signed receipts for the textbooks will be retained on file in the office of the superintendent.
6. Specific dates for returning textbooks to the office of the superintendent will be publicly advertised.
7. All possible efforts will be made to recover textbooks not readily returned.
8. No charge or deposit will be made as prerequisite to a textbook loan; however, a depreciation charge may be made for lost or willfully destroyed books.

9. Textbooks must be requested by the using pupil or a member of his family.
10. At no time will any information concerning this program be sought or disseminated by direct contact with a nonpublic school.

Adopted: January 24, 1994

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