

# GADSDEN CITY SCHOOLS TEXTBOOK PROCEDURES

## **Textbook Inventories:**

Every school will maintain an accurate textbook inventory, To obtain an accurate inventory:

- Count the number of new textbooks received at the beginning of school
- Subtract any textbooks transferred to other schools
- Add any textbooks received

Maintain a textbook notebook with copies of all transfer sheets and this will enable you to keep your inventory up to date. Resolve any lost textbook issues with **students BEFORE** they transfer or get out for summer. Every school will turn in a Textbook Inventory annually.

## **Issuing Textbooks:**

Textbooks are to be issued to students on a textbook issuance form. NO student is to take a textbook out of school without having a textbook issuance form on file and signed by the parent. Every textbook will be stamped as Gadsden City Schools property and clearly labeled with a distinctive book number. Textbooks are to be checked upon return to ensure that students return the book they were issued. Failure to return the book issued will result in the student being charged for a lost textbook. The principal (or his/her designee) will maintain a list of issued textbooks.

## **Lost Textbooks:**

Students are to be charged, in accordance with state law, for lost or damaged textbooks. Lost textbook money is to be turned in to the central office and placed in the textbook account. Replacement textbooks will be ordered using funds from this account.

## **New Textbook Orders:**

Orders for new textbooks will be placed in the spring, following board approval of recommended adoptions. It is important that all orders be turned in on time. It is the responsibility of the principal (or his/her designee) to ensure that orders are accurate and complete. New textbooks will be ordered as funds are available.

## **Replacement Textbook Orders:**

Replacement textbooks are ordered to replace textbooks lost or damaged. Funds from the lost textbook account will be used to fund replacement textbook orders. Only the principal (or his/her designee) may order replacement textbooks.

## **Textbook Transfer Request:**

Complete a textbook transfer request form when additional textbooks are needed, As you complete the form make sure you:

- Circle who the request is for
- Write the complete book title
- Include the ISBN and grade level
- Count the total number of students enrolled in classes that are using the text
- Check your inventory total
- Check the number of texts you have on hand
- Make sure you collect for any lost textbooks
- Submit the request

Following this process will guarantee we make the most with our limited textbook budget. Only the principal (or his/her designee) may submit a textbook transfer request.

## **Textbook Transfers:**

Maintain a copy of the textbook transfer form for all textbooks transferred in or out of your school. This will help maintain an accurate inventory. It is a good idea to keep these documents in a notebook. Only the principal (or his/her designee) may transfer textbooks.

## **Adoption Samples:**

Samples for textbooks our system adopts are to be kept by the schools. We are **required** to return non-adopted samples. Non-adopted samples are to be boxed up in manageable boxes and taken to a central location. They will be taken to the central office and returned to the publisher.