

## TEXTBOOKS

### CHECKING OUT TEXTBOOKS

If you are planning to request textbooks, please follow the procedure outlined below:

#### 1. Requesting Books

- A. Make sure that you have a sufficient amount of blue and white book cards. One blue and one white card must be completed for each title requested.
- B. The number of books needed will be based on your enrollment figures.
- C. Orders will be filled as soon as possible.

#### 2. Requesting Additional Copies and Titles

- A. Bring or send the blue order card with a student to the Main Office. Complete the card by filling in the date and number of additional copies needed.
- B. To request additional titles, fill out one blue and one white order card for each title, following procedures outlined in Section 1.
- C. Under no circumstances are teachers to transfer books among themselves. All books must be returned to the Textbook Room, if not needed, and new titles or copies should then be requested as outlined above.

#### 3. Issuing Textbooks to Pupils

- A. Do not issue books to students until notified to do so. Textbooks will be available to you for use as class sets until that time.
- B. Student textbook cards are available in the Main Office. When notified to issue books, each pupil is to fill out one white and one blue card for each book issued. (**See Appendix, page 26**)
- C. Check for correct, legible book number on **both cards**. All books are "A" condition unless otherwise determined and initialed by the teacher. All damages are to be recorded by the student on the backs of the blue AND white cards (torn pages, graffiti, book binding, etc.). Check for complete information on the book card. Incomplete cards will be returned to you.

- D. Alphabetize and return **white** cards to the Textbook Clerk at once. Keep the blue cards in a safe place.
- E. Teacher's name must be stamped on the white label inside the cover of the book--EVEN CLASS SETS! Do not trust the students to write your name in their textbooks.
- F. Pupils are to fill in their first and last name, in ink, on the white label inside the cover of the book. Check to see if it is complete.
- G. ALL TEXTBOOKS MUST BE COVERED BEFORE THEY ARE TAKEN FROM YOUR CLASSROOM.

#### 4. **Returning Textbooks**

##### A. **Change of Student's Program, Withdrawal From School**

- \_\_\_\_ 1) Students who check out of your class are to return their textbooks to you when you sign their Change-of-Program form or check-out card. Give the **blue** card to the student as a receipt for returning the book.
- 2) If students do not return the textbook at the time they check out of your class, write "Lost" across the face of the blue card and send it the Textbook Clerk immediately. If they are checking out of school, fill out all information concerning the lost books on the back of the card, in addition to sending the blue card to the Textbook Clerk.