

# Principles of Textbook Management

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1. Designate a Textbook Coordinator/Manager with authority to manage the inventory.
2. Establish or expand Board of Education-approved policy statements regarding text books to include issues related specifically to textbook control, like personal responsibility, accountability, and monetary consequences for everyone involved with textbooks – students, parents, teachers, administrators, school staff. Include a statement governing the expected “life” of a textbook within the district or school.
3. Publish an annual Price List of textbooks in use within the district or school.
4. Establish a textbook inventory baseline as the result of a thorough physical inventory.
5. Maintain complete records and documentation of all orders and receipts as these impact the baseline textbook inventory and future personal accountability.
6. Maintain complete records and documentation of distributions to campuses and/or teachers and/or students and returns (books or monies) from campuses and/or teachers and/or students.
7. Require standard procedures and documentation for all transfers between campuses or teachers.
8. Issue periodic reports to all administrators interested in textbook accountability describing the status of the textbook inventory.
9. Take action immediately in the event of a reported loss, shipping error, etc.
10. Adopt a policy describing the minimal “overage” allowable for copies of textbooks in each course/subject area.
11. Use current enrollment (grade and/or course) as the basis for determining the “need” for additional copies of textbooks. Before the Annual Order or any Supplemental Requisition is placed adjust the order to reflect revised or actual enrollments.
12. Develop a process to conduct an annual physical inventory of textbooks.
13. Include an assessment of the success of textbook management as part of the annual administrative/staff evaluation.
14. Set up some type of central, secured storage space/facility for excess textbook inventory.