SUPPLEMENTARY/LIBRARY MATERIALS SELECTION AND ADOPTION

NOTE: For pertinent information, refer to BWEA agreement, Art.

ADOPTED: January 24, 1994

Bristol Warren Regional School District, Bristol, Rhode Island
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 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

LEGAL REF.: 16-23-2
MAINTENANCE AND CONTROL OF INSTRUCTIONAL MATERIALS

Textbooks

Textbooks used in the public schools will be maintained in good condition with due consideration for normal wear. They will be reasonably up to date in form and content, and will be provided in adequate numbers of copies to provide for efficient instruction.

As permitted by state law, the school system may lend textbooks to nonpublic school students resident in Bristol.

The superintendent will issue the necessary regulations for all aspects of textbook inventory control.

Adopted: January 24, 1994

LEGAL REF.: 16-23-2

CONTRACT REF.: BWEA agreement, Art.

CROSS REF.: IIAA, Textbook Selection and Adoption
AUTHORIZED USE OF SCHOOL-OWNED MATERIALS

1. The condition of school-owned equipment will be checked prior to loan.

2. The borrower will sign a receipt for equipment, to be returned to borrower, upon satisfactory evidence that equipment has been returned in good condition.

3. Equipment will be loaned only on approval of the principal concerned or the superintendent of schools.

4. The date of return of equipment will be specified by the borrower prior to loan.

Adopted: January 24, 1994
AUTHORIZED USE OF SCHOOL-OWNED MATERIALS

School equipment may be loaned to a responsible community group for a worthy educational, civic, or charitable purpose when:

1. such an arrangement will not interfere with the use of that equipment in the school program;

2. the group borrowing the equipment agrees to accept responsibility for repairing or replacing any equipment damaged or lost while in its possession;

3. the equipment is not both unusually expensive and also subject to easy damage;

4. the equipment is in good condition;

5. the group will provide a competent operator for any machines loaned.

Adopted: January 24, 1994