

FREDERICK COUNTY PUBLIC SCHOOLS	Reg. No. 500-7
Subject: TEXTBOOK ACCOUNTING	Date of Issue: 3/7/78
Preparing Office: Office of the Superintendent	Amended: 12-6-06

I. Policy

II. Procedures

- A. Upon arrival at the school, textbooks are to be stamped with a school stamp identifying the school by name.
- B. Each book will be given a number by the department chairperson, or other designated faculty member.
- C. Each school will record on inventory forms the number of books received by title, publisher, publication date, year received, and number received.
- D. When teachers assign books to a student, the book will be identified and recorded in the teacher's register by the student's name. If the textbook is not returned or is returned in a damaged condition beyond normal use expectancy, students will be informed of the replacement cost of the book. The condition of the book should be noted when it is assigned to a student. The student's name is to be placed in the book in a location provided.
- E. At the end of the use period, the teacher will collect the books and credit each student who returns the assigned book in acceptable condition. Students not returning the assigned book, or returning a book in unacceptable condition, will be billed for the replacement cost of the book.
- F. Principals are responsible for maintaining a current inventory of all textbooks.
- G. Textbooks are considered usable for a period of eight (8) years.

Approved:

original signed by

Linda D. Burgee
Superintendent