

CONTROL AND USE OF TEXTBOOKS

Books for each department are to be sorted in a central location designated by the interdisciplinary coordinators (IC). Every staff member, with the assistance and/or direction of the IC, is responsible for the inventory of his/her texts and supplementary books each spring.

When textbooks are issued to students, every teacher must:

1. Keep a record of the book number and condition of each book in use. Use the Textbook Sign Out Sheet (See **Forms Appendix.**) for this purpose. Submit a photocopy to your IC immediately and turn in an original at the end of the year with all books accounted for.
2. Make sure that books are properly covered at all times and that students have their names in the book in ink. Textbook labels are to be affixed to the inside front cover to provide a place for recording the book's serial number, the student's name, and the time (year and month) of issuance.
3. Check books every semester and assess charges for damages when the books are returned or lost. ICs should keep a record of the cost for each book used in his/her department. All payments are to be made through the bookkeeper in the office. Each teacher should issue a Lost and Damage form to a student when materials are to be paid for. The bookkeeper will give the student a signed receipt to let you know the bill has been paid.
4. When books are collected at the end of the semester for a half year course or at the end of the year for a full year course, teachers should match the book number of the book returned by the student with the number recorded when the books were issued to verify that the student is returning the same book he/she signed out. If a student returns a book the number of which does not match the number of the book which he/she was issued, the student remains accountable for the original book, and the teacher should cross-reference the book which was returned to ensure that a different student is not erroneously billed.