

Procedure for Selection of Textbooks and Supplementary Materials

Procedure Number: 3200-P

Issued: 12/09

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1. Principals will appoint representatives to the Orange County Schools District Textbook Selection Committee each year. This committee includes Site-Based Textbook Coordinators.
2. The Textbook Selection Committee will attend the Textbook Information Session in Greensboro in November. (Textbook Caravan at the Koury Convention Center)
3. After the Textbook Caravan, where committee members see all the state adopted (approved) textbooks, the Textbook Selection Committee will meet to start the discussions of the options available and share their thoughts on the various textbooks.
4. Textbook Selection Committee members will take the information back to their respective schools and have discussions on what textbook they would like to adopt.
5. Another meeting of the Selection Committee will be held to come to an agreement on what the district will purchase for each grade level or course across the district. At this meeting, information on how to order textbooks will be distributed to the Site-Based Textbook Coordinators of each school and deadlines will be given. Textbook adoption orders (**including modified textbook orders**) need to be placed on the appropriate form located on the OCS web site. (*Curriculum & Instruction*, then click *Textbooks*.)
6. Adopted publishers will be contacted and requests for the publisher “free-with-order” forms and information will be made. This information will be sent to all Site-Based Textbook Coordinators. **Publisher free-with-order forms must be sent to the publisher by the Site-Based Textbook Coordinator** from each school and the materials should be shipped to each individual school (not the district office).
7. All OCS **additional and replacement textbooks** for the next year’s anticipated enrollment should be placed at this time.
8. Site-Based Textbook Coordinators order all workbooks needed for all adoptions every year.
9. Site-Based Textbook Coordinators need to arrange for the return of Modified Textbook Materials that are no longer needed with the Technology, Media & Textbook office. These materials **MUST** be returned at the end of each school year. Modified materials that are not returned will be charged to individual school textbook accounts.

If you have any questions/concerns please feel free to call.

Technology, Media and Textbooks – 245-4100 ext. 15010