



# Principles of Textbook Management

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1. *Designate a Textbook Coordinator/Manager with authority to manage the inventory.*
2. *Set up some type of central, secured textbook storage space/facility.*
3. *Establish or expand Board of Education-approved policy statements regarding textbooks to include 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.*
4. *Publish an annual Price List of textbooks in use within the district or school.*
5. *Establish a textbook inventory baseline as the result of a thorough physical inventory.*
6. *Maintain complete records and documentation of all orders and receipts as these impact the baseline textbook inventory and future personal accountability.*
7. *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.*
8. *Require standard procedures and documentation for all transfers between campuses or teachers.*
9. *Issue periodic reports to all administrators interested in textbook accountability describing the status of the textbook inventory.*
10. *Take action immediately in the event of a reported loss, shipping error, etc.*
11. *Adopt a policy describing the minimal “overage” allowable for copies of textbooks in each course/subject area.*
12. *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.*
13. *Conduct an annual physical inventory of all textbooks.*
14. *Include an assessment of the success of textbook management as part of the annual administrative/staff evaluation.*