



State of Rhode Island and Providence Plantations
DEPARTMENT OF EDUCATION
Shepard Building
255 Westminster Street
Providence, Rhode Island 02903-3400

Peter McWalters
Commissioner

To: Superintendents of Schools/Textbook Coordinators/Data Managers
From: Becky Wright
Date: February 1, 2008
Re: Annual Listing of Textbooks

Each year, the Department of Education collects and distributes a listing of textbooks used in all public schools in the state of Rhode Island. The purpose of this list is to meet the requirements of General Laws 16-23-2 and 16-23-3, which provides for the loan of MATH, SCIENCE, FOREIGN LANGUAGE, ENGLISH-LANGUAGE ARTS and HISTORY/SOCIAL STUDIES grades K-12.

NEW ELECTRONIC DATA INPUT PROCESS

Please be aware that all textbook information must be updated annually via electronic process. This is the first year that all textbook data will be uploaded into the e-ride system. Instructions are included in this packet. Districts are asked to update their individual file by adding and modifying textbook titles as well as deleting titles no longer being used.

ALL INFORMATION IS DUE BY WEDNESDAY, MARCH 7 2008

The department will aggregate all textbook information and post it to our website. There will be NO addenda. All changes will be made to the "live" approved textbook file that is on the website.

Any inquiries regarding the process should be addressed to Becky Wright at 222 - 8404

TEXTBOOK DATABASE

Telephone (401)222-4600 **Fax** (401)222-6178 **TTY** 800-745-5555 **Voice** 800-745-6575

Data Restrictions & Requirements

| <u>Column</u> | <u>Field Name</u> | <u>Length</u> |
|---------------|-------------------|---|
| A | District Code | 2 Alpha [as defined by RIDE] |
| B | ISBN# | 10 Alpha [no dashes or blanks] |
| C | Title | 255 Alpha/Numeric |
| D | Author | 25 Alpha |
| E | Publisher | 255 Alpha |
| F | Publication Year | Numeric Only Blanks between Years [i.e. 1995 2004] |
| G | Subject Code | 1 Numeric Choose one: 1=Mathematics 2= Science 3=Foreign Language 4= English/Language Arts 5= History/Social Studies |

ALL FIELDS MUST BE FILLED IN TO BE CONSIDERED A VALID ENTRY. FAILURE TO COMPLY WILL RESULT IN THE INDIVIDUAL RECORD TO BE REJECTED. THUS, AN INACCURATE REPORT WILL BE PRINTED FOR YOUR DISTRICT. Incomplete, missing, or inaccurate data may cause a district to be liable for previous years' lists.

DEADLINE: MARCH 7, 2007

GUIDANCE FOR LISTING TEXTBOOKS

- All textbooks in use in any of the schools in the district must be entered into the database.
- Textbooks are not necessarily all hard covered books.
- If a reading series of leveled books is used rather than a basal series, that series regardless of the level is considered appropriate for the list.
- A series in any content area should be listed as the series progresses to the upper grades.
- A handbook that appears to be a workbook may be listed as a textbook ONLY if it is the only content book available AND it is not used as a consumable and is returned to the district intact.
- No teacher texts are to be included in the state textbook list.
- Each year the list must be updated to include ALL books purchased and used during the school year concurrent with the annual update.
- The booklist is “live”. That means that there are no more addenda. Any changes in the list are updated regularly.
- If publishers provide evidence that they have sold (requested) books to public school districts, and the book is not listed, the district is liable for the purchase and loan of the book requested.
- Keep accurate records of student book loans and purchase orders made specifically for the non-public sector. Reimbursement for Social Studies/History, and Language Arts purchased for the non-public school depends on the documentation provided.
- Be sure to accurately type in all fields so that searches can be conducted with ease.

GUIDANCE FOR WORKING WITH THE NON PUBLIC SECTOR

- In advance of non-public requests for books, do have a policy written as guidance including appropriate timelines for book request submission, protocols for pick up and return and any forms you deem appropriate for the convenience of this process. Have a protocol available in collaboration with the non-public for mid term transfer students.
- This is a student loan program and the district must provide the books. If the non-public student chooses to purchase the book before making the appropriate request, you are not obligated to pay for the book. Policies on parent reimbursement vary from district to district. Be sure that your policy for ordering books and lending them to students is clear to the non-public constituency.
- Collaborate with the non-public schoolteachers through the principal or headmaster, to continue to use the same series for a minimum of five years as required by the public school. Collaborate to cut costs for new series texts that have minimally changed.
- Collaborate with the non-public textbook coordinators and the public textbook coordinators so that public districts are aware of “extra” copies of books that may be shared district-to-district, non-public-to-non-public. Many districts use this type of collaboration to cut costs.