

(c) Methods of selection, assignment, and distribution of text and library books for school use:

Textbooks.—Upon authorization of the State board of education, at the request of the State superintendent of education, the division of curriculum and instruction develops plans and sets up procedures for the examination and appraisal of textbooks and materials in the various subject fields recommended for adoption.

All local superintendents, State college presidents, and the heads of the diocesan school boards are invited to submit names of the people best qualified in the subject areas being considered for adoption to serve on the committees. It is desired that committees be composed so that colleges, public and private schools, as well as all geographic areas of the State, are represented.

From these recommendations, persons are selected to serve on the committees. In some instances, persons who are recommended are invited to serve as consultants to the committees, along with members of the professional staff of the State department of education.

A circular is sent to all interested publishers, **inviting them to submit bids and samples for examination and setting up proposed contract conditions in detail.** A schedule of hearings is set to give representatives of publishers an opportunity to present to the committees the merits of their particular books.

Committee members are furnished copies of "General Directions and Specific Directions for the Evaluation of Textbooks." (See forms 1 and 2 attached.) They are also supplied with form 3, form 4, part I, and form 4, part II, copies of which are also attached.

Books are rated on the basis of authorship, curriculum needs, adaptation to pupil's use, adaptation to teacher's use, format, and miscellaneous items. These instructions and forms are for the purpose of establishing uniform and unbiased methods of procedure so that all books submitted will be given fair consideration.

Committee members are given complete and individual freedom of choice within the limits of the regulations established by the State board of education and contained in the adoption announcement.

Recommendations of the committees are submitted to the State superintendent of education who, in turn, makes his recommendations to the State board of education, the final adopting authority.

All superintendents and publishers submitting bids are notified of the textbooks which have been adopted by the State board of education. Books are listed alphabetically by publisher in each field instead of in order of ranking by the committees. This is in keeping with a policy established by the State board of education.

After the State board of education has approved textbooks in each learning area, local superintendents are requested to appoint committees to recommend to the superintendent and local board the textbooks which in their opinion best fit the needs of the students in the local system.

The State department of education is notified of the local textbook selections.

Textbook allotments are made to each local unit based upon registration figures for the preceding school session. Orders for textbooks are placed by each school in the system and a composite order is forwarded to the State department of education. This order is charged against: