

290 BOOKS FOR SCHOOLS AND TREATMENT OF MINORITIES

4. Principals are advised to refer to Part II, Circular No. 119, 1949-1950, which defines principals' responsibilities in requisitioning non-list textbooks and other supply items.

5. Dr. Loretan, in Special Circular No. 30, 1965-1966, set date of March 4, 1966, for requisitioning 1966-1967 Text Materials Treating the Role of Minorities.

SPECIAL NOTICE

Textbooks for grade 9 are *not* to be placed on the same requisitions as textbooks for grades 10-12. Use two TB requisition forms: one for grade 9 and another for grades 10-12. All requisitions must be submitted by March 11.

Very truly yours,

MAURICE D. HOPKINS,
Assistant Superintendent.

BOARD OF EDUCATION,
OFFICE OF INSTRUCTION AND CURRICULUM,
New York, N.Y., February 11, 1966.

To: Vocational high school principals.

Subject: Ordering Textbooks, Tests, Reference Books, Musical Scores, Charts & Maps for School Year 7/1/66 to 6/30/67. Requisitions Due March 11, 1966. (1966-1967 Allotment).

LADIES AND GENTLEMEN: (1) *Procedure for Determining Book Needs.*—To determine the need for a specific title for the school year 1966-67 proceed as follows:

(a) Estimate the maximum number of pupils that will use the book during the fall of 1966 or the Spring of 1967.

(b) Add an allowance of 10%.

2. Use only the lists on page 3 of this circular. (DISREGARD ALL OTHER LISTS). Schools may *NOT* order books which are not listed even though the books have been submitted for listing, except as provided in item 3 below.

3. Non-list text books, charts, maps, tests and subscriptions may not be ordered in quantities of class size without the approval of Superintendent Hopkins. Such approval must be signified by his personal signature; therefore please insert a place for his signature over the title "Assistant Superintendent". Please indicate in an accompanying letter signed by the principal a) the specific necessity for the book requested and b) that no listed book satisfies this need.

4. Check books immediately upon delivery. Claims for shortages, errors, etc., must be made immediately upon discovery. Certify and forward bills promptly to the Bureau of Finance.

5. Dr. Loretan, in Special Circular No. 30, 1965-1966, set date of March 4, 1966, for requisitioning 1966-1967 Text Materials Treating the Role of Minorities.

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[Special circular]

To: All assistant superintendents.

Re phasing out of obsolete textbooks.

LADIES AND GENTLEMEN: Each year a number of titles are dropped from the List of Approved Textbooks at the expiration of their contracts. Many of these items have been voluntarily withdrawn by the publishers. Many others are not relisted, by action of the Board of Education, for various administrative reasons. For both these groups of books, the reasons on which the decisions were based need not necessarily affect the continued use in the schools of existing copies of these titles.

However, some titles are dropped by action of the Board for substantial causes, upon recommendation of appropriate appraisal committees. These causes may significantly affect the decisions of principals as to whether or not existing copies of these titles should continue to be used in classrooms. Among the substantial causes referred to are the following: