

Committee members may wish to utilize materials from a particular book with their own classes. Other teachers may also be invited to make use of these materials. It could be advantageous for a class to have an opportunity to use a particular set of books while completing a unit of work.

While this is taking place, the publisher's representative should have an opportunity to meet with the committee and with the individual teachers using his materials. A minimum of one hour of presentation followed by a question period would seem advisable. To give less time defeats the purpose of such a meeting. For this reason, the presentation is suggested when the number of textbooks being considered has been reduced to a reasonable number. The publisher's representative will be able to appraise the committee of the philosophy and academic approach of his material. He may wish to bring research consultants, charts, or other audio-visual material for his presentation. Any unique features of the series may also be explained to the committee members at this time. All interested personnel should be invited to listen to these presentations. After the formal presentation and answer period, individual committee members may wish to continue discussing the textbook material that has been presented. This is one significant advantage of having a single presentation at a scheduled meeting. Members of the committee are able to concentrate all of their energies on one set of materials at a time. It is doubtful that any positive purpose would be served by having more than one publisher's presentation at any one meeting.

With this background information plus committee research, opinions of resource persons and other classroom teachers, the committee will continue to eliminate textbooks until a final choice is possible.

A written report explaining the reasons for the committee arriving at the final choice should be presented to the superintendent. He will undoubtedly expect to meet with the committee as their decision is explored in depth.