

SECTION 7. *Rental Must be Paid in Advance.*—No book shall be issued to a pupil until the rental fee has been paid in full.

SECTION 8. *Price Changes.*—The Director of the School Book Commission shall notify all schools and depositories of changes in contract retail and/or rental prices.

ARTICLE V—REQUISITIONING BOOKS

SECTION 1. *Time for Requisitioning.*—At the close of school each year, or as soon thereafter as possible, the Board or its agent shall determine the number of additional copies needed for the approaching year. Consideration shall be given to the number of usable copies already on hand, anticipated enrollment for the coming year, and such other factors as would increase or decrease the number of books rented. As soon as this has been determined, the agent shall immediately make requisition to the School Book Commission.

SECTION 2. *Requisitioning from School Book Commission.*—All requisitions made to the School Book Commission shall be on regular requisition forms supplied by the Commission and shall be approved by the County Superintendent of Education before being forwarded to the Commission.

SECTION 3. *Accounts Must Be Settled.*—No requisition for additional books shall be approved for any Depository until the Depository has settled in full with the Commission all prior year's indebtedness and submitted such reports as may be required by the Director of the School Book Commission at the close of school. Books being replaced by newly adopted books must be returned before any new books can be shipped. (See Article I, Section 3.)

ARTICLE VI—SURPLUS BOOKS

SECTION 1. *Definition.*—Surplus books are such books as may be in the possession of a school or Depository that have not been used during the school year and definitely will not be used thereafter. Surplus books may include such classifications as: (1) worn-out worthless books, (2) books that have been replaced by more recent adoptions, (3) good, usable books on hand in excess of normal requirements.