

642 BOOKS FOR SCHOOLS AND TREATMENT OF MINORITIES

Section 3. *Distribution Within the School.* Books may be distributed directly to the pupils from a central bookroom, or delivered from the bookroom to each teacher to be issued to the pupils. The Division of Textbooks shall provide forms for recording books issued by agents and teachers.

Section 4. *Used Books.* All used books of each title shall be utilized before any new books of the same title are issued.

Section 5. *Books Returned by Pupils.* Books shall be turned in by the pupils as follows:

- 1—When the course or book is completed or dropped.
- 2—When the pupil withdraws from school.
- 3—At the end of the school year.

Section 6. *Transfer Pupils.* A pupil transferring from one school to another shall return his books to the agent of the school he is leaving. The agent shall indicate on the pupil's transfer records that the books have been returned. This data shall be sufficient evidence for the new school to issue books to the pupil. Such evidence is necessary for the new school to issue books.

Section 7. *Inventory.* Schools shall furnish such inventories and reports as may be required by the Division of Textbooks.

ARTICLE VI—INTERPRETATION

Section 1. *Interpretation.* The State Board of Education upon recommendation of the Division of Textbooks shall interpret these regulations both as to the meanings of words and substance of thought, and shall make changes or additions as conditions may warrant.

(Material Submitted by Mack Avants, Assistant Superintendent,
State Department of Education, Baton Rouge, La.)

MEMORANDUM ON TEXTBOOK ADOPTION

GENERAL DIRECTIONS TO COMMITTEES

1. Louisiana's children and youth are entitled to the best materials of instruction available. The books selected must support American ideals and must contribute to accomplishing the purposes of public education in Louisiana.

2. Textbook adoption committees are charged with the responsibility of representing the schools of Louisiana in the selection of textbooks which are to be used in the schools of the State. It must be kept in mind that the ultimate objective is to select the best textbooks available so that those who use them will receive the maximum benefit. The textbooks selected should be related to the needs of children and youth in the schools of the State.

3. All textbook committee members are obligated to refrain from discussing details of the work in which they are engaged with anyone not officially connected with the textbook adoption. There are many reasons why this obligation must be strictly observed. *It applies not only during the period in which the books are examined, but thereafter until such time as the State Board of Education receives and acts upon the recommendations of the textbook committees.*

4. A schedule is set up for hearing the representatives of the publishers. Committees are urged to follow this schedule with as little change as possible. Modifications of the schedule may be made provided all interested parties agree.

5. The chairman of each subject-area committee should advise each publisher's representative to present only the merits of his books. Representatives of publishers will not be permitted to make criticisms of other publishers or their publications.

6. The representative of each publisher is entitled to a fair, impartial, and courteous hearing. After he has had his hearing, all members of the committee should be given an opportunity to question him regarding his offering.

7. After all hearings are completed, the members of the committees will begin the task of examining all textbooks offered. This examination will begin immediately following the hearings, and will be continued in the rooms to which the committees have been assigned. All committees are urged to complete this task within a reasonable time.

8. It is suggested that committees may expedite their work in most cases by eliminating the less desirable books. This will enable them to spend the major