

part of their time in making a detailed study of the remaining titles which are worthy of serious consideration.

9. In making their selections, committees should be influenced by the educational merit, the quality of print and paper, and the binding of books considered.

10. After the textbooks have been studied and discussed by committee members, each member will rate at least five textbooks or series of textbooks (unless otherwise advised). This rating should be done independently, and it should be based completely on the opinion of the person doing the rating. It is not desirable for members of the committee to divulge their ratings of particular books to other committee members who are in the process of arriving at their ratings. Such practice might result in influencing the opinions of other members of the committee. If committee members wish to amplify ratings or to make written statements or recommendations concerning the adoption in their fields, they may do so. Such statements as they might desire to make should accompany other data submitted.

11. Before any book is finally recommended by the committee, it must be carefully read to make sure that it does not contain statements which are un-American, subversive, or would in any way be injurious to children and youth of Louisiana. This task may be divided among the members of the committee.

12. After individual ratings have been made by committee members, the chairman of each group will consolidate these ratings on Form 4, "Summary of Percentage Ratings of Textbooks." *Members of the committee should sign the summary sheet.*

13. When the work of the committee is completed, each committee member will submit a detailed statement of his expenses. This statement must be filed with Mr. A. E. Swanson, 19th Floor of the State Capitol Building.

14. Dr. William F. Beyer, Jr., Assistant Superintendent, Curriculum and Instruction, will serve as general chairman, and chairmen of all committees should submit their recommendations to him immediately upon completion of their work.

15. All members of the staff of the State Department of Education will be available for any help the committees may need. The chairman will be available for consultation on matters of general policy, prices, or other administrative matters relating to the adoption.

SPECIFIC DIRECTIONS FOR THE EVALUATION OF TEXTBOOKS

For the guidance of the committee in the consideration of textbooks for adoption the following suggestions are made:

I. Criteria

In most instances it is believed that the following criteria should be set up for the evaluation of textbooks under consideration. Should committees find it desirable to set up special criteria to cover points peculiar to the needs in a particular field, they should feel free to do so. Any such additional criteria should, however, be taken up under the main divisions of the general criteria listed below.

Authorship

1. What training and experience has the author had that qualified him to write this particular book?
2. Does the author's point of view best serve the present needs?
3. Is the point of view free from dogmatism, bias, and is it free from material, statements, or illustrations offensive to our way of life?
4. Does it conform to the trends of theory, practice, and philosophy of public school education in this State?
5. Is the content accurate?

Curriculum Needs

1. What purposes or objectives are recognized in this book?
2. Is the relationship between avowed objectives and the choice and arrangement of subject matter consistently and definitely established and maintained?
3. Is the material organized in keeping with present concepts of learning?

Adaptation to Pupils' Use

1. Is the material so written that it meets the maturity levels and interests of the pupils for whom it was prepared?
2. Is the material well adapted to provide for individual differences among children and classes? Is the content understandable? Appealing? Is the vo-