

644 BOOKS FOR SCHOOLS AND TREATMENT OF MINORITIES

cabulary load controlled, adaptable to its grade level, etc? Are there study helps?

3. Does the arrangement of the various units promote: (a) an understanding of fundamental principles with adequate emphasis upon the development of manipulative skills; (b) consistent and coordinated thought development, study habits, and growth in power to solve problems?

Adaptation to Teacher's Use

1. Is the material arranged in convenient units for teaching? Does it have good questions; i.e., challenging, timely, reasonable, intellectually stimulating?

2. Is the subject matter presented in a sequence that is psychologically sound?

3. Are there good summaries, a good index, table of contents, glossary, etc.? Are there challenging chapter headlines, topic headings?

4. Are there suggested readings and interesting student activities?

5. Can the material be efficiently adapted to individual and community interests and needs?

Format

1. Is the general appearance of the book artistic and appealing to pupils?

2. Is the book a convenient size?

3. Is the durability of the book insured by high quality of materials and workmanship?

4. Are the illustrative materials in the book attractive, artistic, authentic, and in sensible proportion with the other content of the book?

5. Are the hygienic standards, finish of paper, size of print, and page arrangement consistently high?

Miscellaneous

1. Is the price reasonable?

2. Is the book recent? (Revision or new product)

3. Has the book been adopted before?

4. Is the publisher reliable?

II. Rating procedure

1. Each member of the rating committee will rate each book examined. This rating will be done individually and without consultation with other members of the committee as to their individual ratings. *It is essential that this procedure be strictly followed.* A sample evaluation sheet is attached hereto (Form 3).

2. The numerical values indicated opposite each category denote the highest possible number of points to be awarded on that particular phase of the publication. These categories are:

	<i>Highest value</i>
Authorship	10
Curriculum needs	20
Adaptation to children's use	30
Adaptation to teacher's use	30
Format	5
Miscellaneous	5

3. The individual rating sheets will be turned over to the chairmen of the examining committees, who will enter these individual ratings on Form 4, "Summary of Percentage Ratings of Textbooks." The book or series receiving the highest rating will be entered on the first line; the book or series receiving the next highest rating will be entered on the next line, etc.