

representatives to each member of the Commission, together with a brief setting forth in detail the differences between the book originally listed and the newer book. Every textbook to be submitted according to policy No. 12 shall be presented to the members of the Commission at least 30 days prior to the regular meeting in July.

13. If a publishing company bids a textbook in a given area and if the Commission lists it in that area, the publishing company shall not subsequently offer it for listing in another area during the period the book is under contract.

14. Seventh- and eighth-grade books listed as literature by publishing companies may be used as readers in the seventh and eighth grades if local adoption committees feel that the literature books fit into their reading programs.

15. An appendix or list of materials accompanying textbooks such as word-books, teachers' guides, etc., shall not be listed by the Commission.

16. All announcements to the press of what takes place in the Commission's meetings shall be made by the Chairman or the Secretary of the Commission.

17. The Commission shall submit its listing of textbooks by the third Friday in December, if possible.

18. The State Department of Education shall not make available to textbook publishers the list of local county and city adoption committees.

19. Local units may make a multiple adoption of textbooks. They shall adopt only one basal textbook in each subject offered (except agriculture, home economics, industrial arts in which an open adoption may be made), and they shall adopt whatever supplementary texts may be needed to enrich instruction in a given course.

20. The placing of books in the basal or the supplementary category is a local problem and requires no action by the Commission.

21. In the event that a local board of education fails to make necessary adoptions in any subject-matter field during an adoption period, the local board may reactivate its adoption committees and select the lacking textbook or textbooks from the State Textbook Commission's official list. When this supplementary adoption has received the approval of the local board of education, this action shall be promptly transmitted by the local superintendent to the Secretary of the Commission, together with the following information about the book:

Name of Author
Name of Book
Name of Publishing Company
Copyright Date of Book

22. If the Commission lists no textbook in a subject area offered in Tennessee schools and if a local unit offers that subject in one or more of its schools the local unit may go outside the official list of textbooks and try to find a suitable book. If such a book is thus found, it may be recommended by the local board of education, and the local superintendent shall transmit the board's recommendation to the Secretary of the Commission and secure his approval before the book can be purchased out of free textbook funds.

23. During the period extending from the official meeting of the Commission on the second Monday in October to the beginning of local hearings about the first of February, only bona fide Tennessee representatives of publishing companies shall be permitted to operate in the State. Consultants shall visit local school systems only upon request of the superintendents during this period.

24. An adoption period shall be defined as that period during which the counties, cities, and special school districts of the State hold textbook hearings incident to their making their own local adoptions. This period shall extend from approximately the first of February until such time as the local hearings have been completed, usually a total period of 10 to 12 weeks' duration.

25. A bona fide publishing company representative shall be defined as "A person who has charge of a regular territory."

26. A consultant shall be defined as "A publishing company employee whose assigned responsibility is that of furnishing, upon the request of superintendents, professional services for teachers and *not* that of promoting the sale of his or her company's textbooks."

27. A maximum of 4 bona fide representatives and/or regularly employed full-time consultants of a publishing company shall be allowed to work in the State at the same time during an adoption period.

28. Each publishing company representative and/or consultant shall be registered by his company with the Secretary of the State Textbook Commission on or before January 1.