

NOTICE OF TEXTBOOK TRANSFER

or

REQUEST TO DECLARE TEXTBOOK OBSOLETE OR NON-ACCOUNTABLE

Site Department Date

ISBN #	Description	Qty	On Approved Textbook list	Condition	Reason
	Title: Author: Publisher: Copyright: Subject:				

Recommended Disposition:

If Declaring Non-Accountable, specify location: _____

Additional Comments:

TEXTBOOK DEFINITIONS: Please note that a request to declare a textbook obsolete or non-accountable applies to all schools, regardless of which school initiates the request.

OBSOLETE A basic or supplementary text that cannot be used for any purpose in the District's program of instruction. Such a text is usually regarded as obsolete when 1) its contents are so out of date that it cannot be used in instruction, or 2) its contents are unusable because of a change in the curriculum.

NON-ACCOUNTABLE A basic or supplementary text which has no further value in either category and which would otherwise be recommended for obsolescence. Such texts may be used by teachers as reference books or as part of a classroom library on a non-accountable basis.

No additional copies of the same copyright and/or edition, either new or used, may be purchased by any school once the textbook/edition/copyright has been approved for obsolescence or non-accountability.

Dept. Head _____

Librarian _____

Principal or V.P. _____

Asst. Supt., Ed. Services _____

Director of Purchasing _____

Purchasing Dept. & W/H use only

Board Date: _____

W/H action: _____

Date: _____

By: _____