

MATERIAL RESOURCES MANAGEMENT

Textbook Records and Control

When students are issued District-owned books, a record shall be kept by the classroom teacher/librarian. The record shall include the specific number of the book, the book's age at the time it was issued (new, one year old, two years old or more), and the name of the student to whom issued.

Adopted 7/9/79
Revised 9/14/87
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