

**School Library Media Programs
Evaluation and Selection of Instructional Materials
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland**

Procedures for Textbook Approval

- 1. Texts are reviewed and approved by the subject-area evaluation and selection committees under the direction of a program supervisor/coordinator.**
- 2. A completed MCPS 365-25 form with five signatures including the signature of the program supervisor/ coordinator, and a copy of the book is sent to Evaluation and Selection unit.**
- 3. Textbooks are placed on the 30-day shelf for display for review/examination by staff and community.**
- 4. The school community is notified of the approval textbook titles in *The Bulletin*.**
- 5. Schools may order titles from the approved list at the end of the 30-day period.**