

# REGULATION

## MONTGOMERY COUNTY PUBLIC SCHOOLS

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**Related Entries:** EDA-RA, IIC-RA

**Responsible Office:** Associate Superintendent for Instruction and Program Development  
Department of Instructional Resources

### Instructional Materials and Equipment

#### I. PURPOSE

To establish criteria for ordering, classifying, replacing, and securing instructional materials, and guidelines to be followed in case of damage, loss or surplus

#### II. PROCEDURES

##### A. Ordering Materials

##### 1. Purchase of Textbooks

- a) All elementary and secondary textbook funds will be used to purchase textbooks listed in the *Elementary and Secondary Approved Textbook Lists* published by the Department of Instructional Resources.
- b) MCPS Form 235-2: *Warehouse Requisition* is used to order textbooks listed in the *Elementary and Secondary Approved Textbook Lists* from the Textbook Depository, Division of Supply and Property Management. The same form is used to return textbooks to the Textbook Depository.
- c) Copies of the *Elementary and Secondary Approved Textbook Lists* will be issued by the Department of Instructional Resources. Textbooks needed by professional staff members, such as resource teachers, reading specialists, and speech therapists, are to be ordered by the school in which the materials are to be used.
- d) Refer to the General Information and Ordering Procedures pages of the textbook lists for further information.

2. Purchase of Books Not on the Textbook Lists

- a) To request an approved textbook which does not appear on the *Elementary and Secondary Approved Textbook Lists*, send a requisition purchase order with an accompanying memorandum to the director of the Department of Instructional Resources. The memorandum should describe the need and justify the purchase. The requisition purchase order should specify the book or series title, publisher, copyright date, number of copies requested, and price. If the material requested is for professional use only, this should be designated on the requisition. If the teacher's edition is not listed in the catalog and it is available, order directly from the publisher on MCPS Form 235-1: *Requisition Purchase Order*.
- b) All exceptions are to be requested by the principal through the area office and appropriate subject coordinator.

3. Purchase of Library Books

Detailed instructions for ordering approved library books are sent each year to the media specialists and principals. Unless otherwise indicated, the proper form for ordering approved library books is MCPS Form 365-8: *Media Order* which is forwarded to evaluation and selection. If the approved library book has an assigned BATAB number, it should be ordered on MCPS Form 365-44: *Media Requisition*.

4. Purchase of Nonprint and Software

Approved nonprint and software are ordered (all accounts) on MCPS Form 365-8: *Media Order* and forwarded to evaluation and selection.

B. Textbook Damage or Loss

1. Textbooks issued to schools from the Textbook Depository contain a numbered identification label. The control number should be recorded by the school on an appropriate form at the time the student is issued the book. Other books are issued according to established library procedure.
2. Each principal is responsible for effecting in his/her school a plan to facilitate collecting for textbook damage or loss. It is suggested that a teacher or small

committee be designated by the principal to handle these duties. However, in exceptional cases, charges shall be determined by the principal.

3. Money collected for text book damage and loss shall be deposited with the principal who shall, in turn, deposit it with the director of the Department of Financial Services at the close of the school year. A receipt shall be given and the funds will be placed in the textbook or library account for the school.
4. In the case of textbooks that have been lost while specifically issued to a given pupil, the following charges shall be made:
  - a) For major damage to a new book (damage that makes a book unfit for issuance to another pupil) – replacement cost
  - b) For major damage to a book in good condition – 80 percent of replacement cost
  - c) For major damage to a book in fair condition (usually one more than five years old) – 50 percent of replacement cost
  - d) For major damage to a book in poor condition – one-quarter replacement cost
  - e) For lesser damage to a book – charge to be determined by the principal or by a person or committee designated by him/her

**C. Media Center Materials Damage or Loss**

1. A primary objective of a school library media program is to instill in students a love of reading and to establish the “library habit” at an early age. Therefore, library media specialists are to exercise sound judgment in carrying out the intent of MCPS Regulation EDB-RA to the extent that the implementation of the regulation does not deter students from using the collection. Students must be responsible for their actions and taught to care for and return books in good condition so that they can be used by other people. The teaching of assuming responsibility belongs to everyone; the teaching of the “library habit” is the responsibility of the school library media program.

2. Keeping in mind what is known about an individual student or the use circumstances, the director of the Department of Instructional Resources recommends the following:
  - a) The full replacement cost may be charged only for new books or instructional items that are lost or damaged beyond repair.
  - b) For all the other materials, a charge should be established based on condition, copyright date, and circulation statistics. For example, do not charge the current replacement cost for an old geography book that was written to describe current states or countries and no longer accurately does so. Check for the BATAB microfiche or *Books in Print* for current book price. Use vendor catalogs to find prices for components of kits, and use the cover price for periodicals. (See also JNA-RA, III.C.)
  - c) If students have not met their obligations, report cards may be withheld at the discretion of the principal (JNA-RA). This is to be done only at the end of the school year.

#### D. Surplus Books

1. Surplus library media center books (books in excess of the school's needs) should be declared "Surplus" and sent to the Processing Center with their catalog and shelf list cards unless one copy is being retained in the collection.
2. Each book will be evaluated, processed, and distributed to those schools which have the greatest need as determined by the Department of Instructional Resources.

#### E. Classification of Equipment and Supplies

1. Equipment – An equipment item is a movable or fixed unit of furniture or furnishing, an instrument, a machine or apparatus, or sets of articles meeting *all* of the following criteria:
  - a) It retains its original shape and appearance with use.
  - b) It is nonexpendable, that is, it is usually more economical to repair than replace with an entirely new unit.

- c) It does not lose its identity through incorporation into something complex or different in structure.
  - d) It represents an investment of money which makes it feasible and advisable to capitalize the item.
2. Supplies – A supply item is any article or material which meets any one or more of the following conditions:
- a) It is consumed in use.
  - b) It loses its original shape or appearance with use.
  - c) It is expendable, that is, it is usually more economical to replace than repair.
  - d) It is an inexpensive item.
  - e) It loses its identity through incorporation into a different or more complex unit or substance.
3. Only items classified as equipment which meet all criteria established for equipment are to be purchased out of equipment funds. Supply items are not to be purchased out of equipment funds. Supply items are to be purchased out of supply accounts.

**F. Requests for Replacement of Instructional Equipment**

- 1. The director, Department of Instructional Resources, is the secondary account manager for all replacement elementary and secondary instructional equipment funds.
- 2. The Audiovisual Equipment and Instructional Computer Maintenance section is responsible for a routine scheduled replacement of worn or obsolete instructional equipment in schools.
- 3. Approximately half the schools are evaluated one year and the other half the next year; that is, every school is visited every other year on a rotation basis.
- 4. Evaluation is conducted with either the principal, media specialist, and/or Media Services Technician in order to determine the status of equipment. Conclusions are

made from the equipment's mechanical history, present condition (visual, hands-on), age, and overall serviceability with respect to supporting the instructional program. A maintenance record for each piece of audiovisual equipment should be listed on MCPS Form 365-46: *Equipment Inventory Information Card*. These forms are used to indicate current inventory information and mechanical history of each piece of equipment.

5. Recommendations are listed on the equipment evaluation form indicating brand, description, serial number, recommendation, and location of the equipment. The original and a copy are retained by the Audiovisual Equipment and Instructional Computer Maintenance section to generate purchase orders and to keep a record in the school file. A copy is provided to the school for their records and to the Division of Supply and Property Management for inventory control information.
6. During the evaluation conference with school personnel, the school file maintained by the Audiovisual Equipment and Instructional Computer Maintenance section is screened to determine property losses and to establish equipment priorities.
7. Once the school has received the new replacement equipment, the Division of Supply and Property Management will contact the school by telephone to schedule the old equipment for pickup and disposal.
8. Purchase orders generated in the evaluation process are screened by appropriate personnel in the area office of the school concerned. This is done to help eliminate possible duplication of other equipment purchases.
9. The information obtained in the evaluation process is also used for budget purposes. After the instructional equipment specialist determines a school's replacement equipment needs, funds are requested through the MCPS operating budget process. When the budget is approved by the Board of Education, the school will be contacted to confirm the equipment to be ordered.
10. School media specialists may request special consideration for equipment replacement by writing to the instructional equipment specialist. The memo should include make, model, serial number, and the reason equipment is judged to be replaceable.

## G. Security

Special consideration must be given to the protection of equipment. A highly secured storage area, with a limited number of keys, is recommended. The equipment circulation system should provide an accurate and complete record of the distribution and location of all equipment. Computers, cassette recorders, cameras, and other costly portable equipment should be monitored carefully. Inform the staff about the library media center's security arrangements and about precautions to take with equipment borrowed on a long-term loan basis. In consultation with the principal, a policy on afterschool use, circulation, and security of equipment should be established.

*Administrative History:* Formerly Regulation No. 365-3, February 5, 1968; directory information updated January, 1983; revised May 2, 1988.