

## **P6021 SCHOOL DISTRICT-PUBLISHER RELATIONSHIP**

### **BOARD POLICY:**

**Learning Services will be responsible for school district-publisher relationships.**

Administrative Implemental Procedures:

1. The initial point of contact for textbook publishers and their representatives will be with Learning Services.
2. Learning Services will provide publishers and their representatives with information relating to the textbook adoption process or procedures.
3. Learning Services will provide publishers and their representatives with procedures governing contacts with textbook selection committees and individual committee members.
4. Learning Services will notify publishers who submitted textbooks for consideration of following the adoptions approval by the Board of Education.
5. Learning Services will furnish, upon request of the publisher, an evaluation of those textbooks submitted for consideration by the publisher.
6. Publishers are asked to notify Learning Services at least one year in advance of textbooks being discontinued.
7. A publisher shall submit to Learning Services copies of the textbook agreement, listing titles of all textbooks they are submitting to be reviewed for adoption.
8. Publishers should provide policy information to Learning Services on the extent of the privileges for copying or duplicating materials.

Administrative Responsibility: Learning Services

Latest Revision Date: September 2006

Previous Revision Date: March 1999 P6021

Updated administratively for alignment purposes: December 2013