



State of Rhode Island and Providence Plantations  
**DEPARTMENT OF EDUCATION**  
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Deborah Gist  
Commissioner

To: Textbook Coordinators  
Data Managers

CC: Superintendents  
Business Managers

From: Sharon Lee,  
Director, Office of Multiple Pathways

Date: February 1, 2013

Re: Annual Listing of Textbooks

Each year, the Department of Education collects and distributes a listing of textbooks used in all public schools in the state of Rhode Island. The purpose of this list is to meet the requirements of [General Laws 16-23-2](#) and [16-23-3](#), which provides for the loan of textbooks in the areas of math, science, foreign language, English-language arts and history/social studies grades k-12 to non-public schools in Rhode Island.

LEAs are required to submit a complete listing of all textbooks planned for use during the 2013-2014 academic year to RIDE using eRIDE. eRIDE is an electronic process through which districts must manage their textbook lists by adding and deleting titles and pertinent information. Instructions for the use of the eRIDE system, including detailed information about uploading textbook titles and ISBN numbers are attached.

**All districts must update the complete list of textbooks currently in use by MARCH 15, 2013.**

Once RIDE has received updates from all school districts, the information will be aggregated and posted to the RIDE website. Any inquiries regarding the program should be addressed to Stacy Mello at 222-8944 or [stacy.mello@ride.ri.gov](mailto:stacy.mello@ride.ri.gov). Technical issues regarding the use of eRIDE should inquire at [helpdesk@ride.ri.gov](mailto:helpdesk@ride.ri.gov) or 222-8400.

Attachments:  
Instructions  
FAQs

**Telephone** (401)222-4600

**Fax** (401)222-6178

**TTY** 800-745-5555

**Voice** 800-745-6575

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## ***District Instructions for Updating the Textbook Lists through eRIDE***

eRIDE is an electronic submission process that is designed to draw data from a submission form and automatically populate the fields into a RIDE-managed database.

**Step 1:** Log on to eRIDE. If you do not have a user name or cannot remember your log-in information, please call 222-8400 or email [helpdesk@ride.ri.gov](mailto:helpdesk@ride.ri.gov).

**Step 2:** Click on the “textbook list upload” icon

**Step 3:** Read the instructions on the page titled “Welcome to the Textbook List Upload Site.” After you’ve read the instructions, click on the phrase “following these parameters”. This text is blue and is hyperlinked.

**Step 4:** Read the instructions on the page titled “Textbook Upload Record Layout.” After you’ve read the instructions, click on the link at the bottom of the page called “Click here to download a sample Excel document for data submission.” This will initiate the download of an excel file

**Step 5:** Open the downloaded excel file. This file is both a sample and can be used for your textbook submission. Following the sample rows provided begin entering your district’s textbook information. The data conventions are provided below for your convenience. Delete the contents of the sample rows 2-14. *Do not delete row 1.*

**Table 1: Data Conventions: Restrictions & Requirements**

eRIDE column	Field Name	Data Type and Length
A	District Code	2 numbers (defined by RIDE)
B	ISBN #	10 numbers, no dashes or blanks
C	Title	255 letters or numbers
D	Author	25 letters
E	Publisher	255 letters
F	Publication Year	Numbers, insert blanks between years, i.e.: 1995 2004
G	Subject Code	1 Mathematics; 2 Science; 3 Foreign Language; 4 ELA, 5 History/Studies

**Step 6:** Save the excel file using a name that *does not include* spaces or special characters like those above number keys on your keyboard. Do not change the rename of the worksheet (the tabs at the bottom of the page), which should remain “sheet1”.

**Step 7:** Return to the eRIDE page titled “Welcome to the Textbook List Upload Site.” Click on the “browse” button and locate and upload the excel file you completed and saved.

**Step 8:** Verify your submission. Your file should show up on the list entitled "Your submissions". As long as your file appears in the **Your Submission** list, we can access your file. The column "Valid File" indicates whether the file successfully passed automated validation checks. This is provided as a

warning only. If your file did not pass this check, it doesn't necessarily mean your file is unreadable. However, there is chance you may be contacted to resubmit your file.

## Frequently Asked Questions for Textbook List Management

### ***1. What counts as a textbook?***

Any bound text used to deliver your school or district's basic education program in the areas of **math, English language arts, foreign languages, science, and history/social studies** must be listed. Textbooks can be either soft or hard covered.

### ***2. My school uses leveled texts (or leveled libraries) in our classrooms. Do I need to list leveled texts as textbooks?***

If your school or district uses leveled texts *instead of* a textbook or textbooks, then the entire leveled series in use should be listed. If the leveled libraries *supplement* a textbook, then the leveled library series does not need to be listed.

### ***3. Do I have to enter all our textbooks for grades k-12?***

Yes, *all* textbooks in use in any of the schools in the district must be entered into the database.

### ***4. Do I have to list the teachers' edition or instructor resources?***

No, the textbook loan pertains only to student texts and does not include instructor resources.

### ***5. Our district uses textbooks along with consumable workbooks. Are we required to list the consumable workbooks?***

Rhode Island General law stipulates that this is a loan program. Consequently, you do not need to list or provide consumable workbooks that cannot be returned in useable form.

### ***6. What if our district changes their textbooks after the March 15 deadline?***

Districts can submit updated listings using the excel file. RIDE will process updates regularly.

### ***7. What happens if I do not list all the textbooks in use in my district?***

School districts are required by Rhode Island general law to provide an accurate listing of all textbooks in use in k-12 schools. Non-public schools can – and frequently do – verify the list with publishers. If publishers provide evidence that they have sold (requested) books to public school districts, the district is liable for the purchase and loan of the textbook.

### ***8. Are non-public schools responsible for returning the books provided to them through the loan process?***

Yes. The borrower is responsible for returning the textbook or textbooks intact, in useable form, and with reasonable wear and tear.

### ***9. We have manipulatives and other supplementary instructional materials that accompany our textbooks. Are we responsible for providing non-public schools or borrowers with the manipulatives as well?***

No, the textbook loan program pertains only to student texts.

**10. If a non-public school or student has already purchased a book that our district is required to make available through the textbook loan program, are we responsible for reimbursing the expense to either the non-public school or family?**

No, districts are only responsible for loaning the actual textbook. You are not responsible for covering the costs incurred by non-public schools or families in their attempt to purchase the textbooks independently.

**11. Can non-public schools request large numbers of textbooks directly from us without providing documentation about the students?**

No. You are responsible for providing textbooks to non-public students that are residents of your community. Districts may request documentation confirming their residency status.

**12. Can we charge a refundable deposit to help ensure the safe return of the textbooks?**

Yes, you may charge a reasonable, refundable security deposit.

**13. Are school districts liable for all expenses incurred through this program?**

No, school districts can seek reimbursement from RIDE for allowable and documented expenses incurred through purchasing and loaning textbooks to meet the requirements set forth under RIGL 16-23-2. Reimbursement is limited to the expenses associated with textbook purchases made expressly for the purposes of the textbook loan program. Reimbursement is managed on a first-come-first-serve basis; when the fund is exhausted, RIDE will suspend reimbursement until the next fiscal year.

**14. Are school districts responsible for maintaining procedures to govern the textbook loan process?**

Yes, each district should develop and maintain their own written procedures that support the effective management of textbook loans to non-public students and schools. These procedures should include but are not limited to:

- a. a system for maintaining accurate records of both loans and expenses incurred;
- b. clear requirements governing usage, wear and tear, and return dates for non-public students and families to whom textbooks are loaned;
- c. consequences for failure to return books in a timely manner or in useable form;
- d. reimbursement of non-public schools or parents eligible for textbook loans (if a school district chooses to provide reimbursement); and
- e. timelines for requests that will help ensure that textbooks are available to eligible students prior to the beginning of the academic term.

**15. If a textbook is not returned, can we bill the family or the school for the costs of the books?**

Yes, but this requirement and process should be provided to the borrower in writing.

**16. How do we get reimbursement for the expenses incurred to us through this program?**

Documentation of expenses must be submitted to RIDE for reimbursement. Reimbursement requests must include:

- a. the purchase order and packing slip that includes the name of the of textbook purchased and provided under the textbook loan program; and
- b. documentation showing that the textbooks were provided to a non-public school student.

RIDE will send out notice when the reimbursement process is open. This usually occurs in November/December.