

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. Are e-books included in RIDE's textbook loan program?

No, the textbook loan program pertains only to hard copies of books.

3. 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.

4. 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.

5. 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.

6. 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.

7. What if our district changes their textbooks after the March textbook submission deadline?

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

8. 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.

9. 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.

10. 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.

11. 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.

12. 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.

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

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

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. 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. What should we do with outdated textbooks that are no longer in use?

Districts have a variety of options to choose from when their textbooks are no longer used. Some of these options include:

- a. If they are in good condition, bring the books to the RI Resource and Recovery Center and place them in a bin provided by Reading Tree;
- b. If they are in good condition, ship the books at no cost to non-profit organizations that support national and global literacy programs. Two examples include [Better World Books](#) and [bigwords](#).
- c. If you aren't able to donate your books, and if the book has a hard cover or a plastic or spiral binding, remove the binding and put the paper pages in your recycling bin. Paperback books are completely recyclable as is.