

School District No. 73 (Kamloops/Thompson)
Administrative Procedures for District-wide Textbook Sharing

Working Group: Principals, teacher-librarians, library assistants, computer technician, library coordinator.

Recommended Process for Textbook Transfers:

1. Vice Principal (VP) is contacted by VP or Principal from another school to request textbook(s).
2. VP collects textbooks and brings them to the library to transfer (or arranges for staff to do so).
3. Library Assistant (LA) scans textbooks for transfer and prepares books for delivery to “receiving” school.
4. Transfer is recorded and records are kept until the textbooks are returned.
5. Textbooks are delivered to the school library.
6. Transfer is received by LA in the library. LA checks numbers, information is filed and records are stored until books are returned to the lending school.
7. LA signs textbook out to students or classroom teacher as per usual school process.
8. Once textbooks are no longer needed, LA checks books in and then processes texts to be transferred to original school.
9. When textbooks arrive at original school, condition and number of textbooks are checked and transfer is accepted if accurate.
10. Any discrepancies are brought to the attention of the VPs.
11. A bill is issued to the receiving school for lost or damaged books.
12. An annual inventory of textbooks is completed at schools; information is shared with the district library coordinator.