

**State of Tennessee**

**State Textbook Commission**

**Guidelines for Use of Textbook Programs**  
**Not on Contract**

Process I – No books are listed on the Official Textbook List for the course  
or **continued use/re-adoption of the previously adopted textbook.**

Process II – Books **are listed** on the Official Textbook List for the course  
– Special Permission

Form ED-5196 - Report of Local Adoption of Textbooks Not on Contract  
for Process I and II.

# Process I

## Guidelines

*to*  
Adopt a Textbook/Series NOT Included in the OFFICIAL LIST of TEXTBOOKS  
*for a*

**Report of Local Adoption of Textbooks Not on Contract**  
**(For Courses without a Title on the Official Adoption List)**

**Scope:** These guidelines are restricted to courses listed in the **Rules, Regulations & Minimum Standards** for which no textbook is included in the **Official List of Textbooks**, and/or technology-based courses listed in the **Rules, Regulations & Minimum Standards** for which local electronic hardware and/or software configurations require a textbook not included in the **Official List of Textbooks**.

**Committee:** A committee of three (3) or five (5) teachers or supervisors and teachers appointed by the superintendent and meeting the statutory requirements for serving on a local textbook adoption committee shall recommend to the local board of education the programs to be adopted under these guidelines. Before beginning the discharge of their duties, it shall be the duty of each member of the committee to take and subscribe to the following oath:

“I do hereby declare that I am not now directly or indirectly financially interested in, or employed by, any textbook publisher or agency, and that I will not become directly or indirectly financially interested in any of the proposed contracts, nor in any book, nor in any publishing concern handling or offering any books or other publications to the committee, of which I am a member, for listing and adoption, and I do hereby promise that I will act honestly, faithfully, and conscientiously, and in all respects will discharge my duty as a member of this committee to the best of my skill and ability.”

**Competitive Process:** At least three publishers should be given the opportunity to submit sample textbooks for the consideration of the committee. This provision should be documented with the title, author(s), publisher, copyright, and edition of at least two other books reviewed. When such other books have not been made available, copies of letters to two other publishers requesting such samples will suffice. No single attribute (price, content, copyright, etc.) should be the determining factor in the selection process.

**Approval Process:** The local board of education shall, upon the recommendation of the aforementioned committee, approve the adoption of all textbook programs subject to these guidelines. The superintendent/director of schools in the school district shall serve as ex officio member of the aforementioned committee; shall record, on forms provided by the Department of Education, a list of all books adopted under these guidelines; and immediately at the completion of the adoption shall forward a copy of such recorded adoption to the Commissioner of Education. Upon receipt, the Commissioner shall file such as official public record.

**Return Completed Report to:** Morgan Branch  
Office of Textbook Services  
State Department of Education  
5<sup>th</sup> Floor, Andrew Johnson Tower  
710 James Robertson Parkway  
Nashville, TN 37243-0379

**Statutory Authority:** T.C.A. 49-6-2207 (a)(1)

## Process II

# Guidelines for Special Permission

to  
Adopt a Textbook/Series NOT Included in the OFFICIAL LIST of TEXTBOOKS  
for a

**Report of Local Adoption of Textbooks Not on Contract  
(For Courses with a Title on the Official Adoption List)**

***AFTER approval of the textbook/program by the Local Board of Education, submit a letter to the Commissioner requesting special approval. Include the following information:***

- I. Introduction and explanation of the special circumstances that require the adoption of the book/program.
- II. Course Identification
  - Subject Area
  - Grade levels involved by school
  - Number of classes by school
- III. Program Identification
  - Program title, author(s), edition, copyright, etc.
  - Name and addresses of publisher
  - Correlation to State Board of Education Standards
  - Graph the correlations to state standards
  - Comment on the correlations (Narrative)
  - Sample of the Student edition of the textbook and any required supplemental materials sent to the Commissioner.
  - Contractual Safeguards
  - Describe the safeguards in place to assure: (Narrative)
    - continued availability of the book over the life of the contract and
    - quality of the binding and
    - policy for replacement of defective materials
  - Verification of approval by the local BOE, with original signatures by the chair and the director of schools.
  - Submit Form ED-5196 - Report of Local Adoption of Textbooks Not on Contract

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State Department of Education  
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# Report of Local Adoption of Textbooks Not on Contract

System Name \_\_\_\_\_ System Number \_\_\_\_\_  
 Subject: \_\_\_\_\_ Adoption Period \_\_\_\_\_  
 Process Number  1  2 – include all documentation with submission of this form for Process 2  
 Title, Author(s), Publisher, Copyright, Edition and ISBN for the Book Recommended:

Title:	Copyright:
Author(s):	Edition:
Publisher:	ISBN:

We the duly appointed members of the local textbook selecting committee for the above subject recommend that the local board of education adopt the above textbook to be used in the schools of the system. We each subscribe to the following oath. "I do hereby declare that I am not now directly or indirectly financially interested in, or employed by, any textbook publisher or agency, and that I will not become directly or indirectly financially interested in any of the proposed contracts, nor in any book, nor in any publishing concern handling or offering any books or other publications to the committee, of which I am a member, for listing and adoption, and I do hereby promise that I will act honestly, faithfully, and conscientiously, and in all respects will discharge my duty as a member of this committee to the best of my skill and ability."

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

4. \_\_\_\_\_ 5. \_\_\_\_\_

Committee Signatures

Notary Seal

Title, Author(s), Publisher, Copyright, Edition and ISBN for Two Other Books Reviewed:

Title:	Copyright:
Author(s):	Edition:
Publisher:	ISBN:
Title:	Copyright:
Author(s):	Edition:
Publisher:	ISBN:

(When no other books were available, attach copies of letters or documentation of telephone calls for requests for such samples from two other publishers.)

The \_\_\_\_\_ Board of Education approved the above textbook during the meeting of the board on

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Chairman, Board of Education)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Superintendent/Director of Schools)