

Textbook Usage Policy and Procedures

Lane ESD houses a single copy of state-adopted or state-recommended curricula for the full adoption cycle for the purpose of review by our constituent districts. The purpose of the policy is to outline usage of this textbook collection.

ACCESS TO MATERIALS

- Hours of operation are concurrent with Lane ESD's hours of operation. See Lane ESD's website or contact Lane ESD media services department for specific information.
- Users may use the textbooks on-site at Lane ESD.
- In order to guarantee access to the needed materials, users may schedule a time with Lane ESD to review textbooks. Users will provide information relating to the number of expected users, the subject area being previewed, and the duration of the preview.
- We encourage scheduling a time to review materials if you would like to have a curriculum specialist available for consultation.
- Lane ESD may provide audiovisual equipment for users previewing curriculum materials at Lane ESD as available. This must be requested in advance by user.
- Unscheduled visitors may access the textbook collection if it is not in use at the time and has not been previously scheduled by another user. Access to a curriculum specialist cannot be guaranteed for unscheduled visitors.
- All textbook collection users must sign in and out of the textbook library and provide information on the number of users and the duration of the preview.
- Users are responsible for moving textbooks to the review area and returning them to the appropriate space when no longer in use.
- Users may make copies of materials according to copyright guidelines. Copies may only be made for evaluation purposes. Users may not copy full sections from the materials. Users will be assessed a per copy fee for copies at the rate set by the ESD.

CIRCULATION

- When appropriate, Lane ESD staff may consider circulating textbooks that are not in the current subject area adoption or the previous year's subject area adoption. Only the student and teacher editions may circulate. The circulation period for these materials is two days, dependent on the courier schedule for the borrowing district. Materials may only circulate to staff members in Lane ESD's constituent districts and Lane County colleges of education.
- Lane ESD may make special consideration for Lane ESD staff when materials are needed for professional development purposes.

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- Lane ESD may allow materials in the current subject area adoption to circulate for a two-day period to a constituent district when needed for board approval. This request must come from the borrowing district's superintendent or principal.
- If borrowed materials are lost or damaged, user may be asked to replace the materials.

COLLECTION LIFE CYCLE

- Non-adopted curriculum materials may be kept in the textbook library for the full adoption cycle as space permits.
- At the end of the adoption cycle, Lane ESD may retain a copy of the teacher and student editions of curricula no longer in the adoption cycle as space allows. These student and teacher editions may be kept for up to two years in the textbook library.
- The Lane ESD superintendent will be informed of any materials no longer in use. S/he will notify constituent districts of their availability for donation.

This policy applies to all users of the textbook collection. This may include, but is not limited to, constituent district employees, non-constituent district employees, community members, parents, and Lane ESD staff.

For clarification or questions about this policy, please contact:

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