



Boulder Valley School District
File: EDBA-R
Adopted: prior to 1978

MAINTENANCE AND CONTROL OF INSTRUCTIONAL MATERIALS

Textbook Inventory Procedure (All Schools)

1. Textbook inventory is taken annually.
2. Each school is provided with a computer list of books and media materials on hand the previous year and received during the past year.
3. Teachers are to update the quantity information for each title, add new titles not listed, and delete titles withdrawn.
4. The completed, updated list is returned to the District Instructional Media Center.
5. All textbook data stored in the computer will be revised to reflect information supplied on the inventory forms.

Storage of Textbooks

1. Schools should store only enough copies of text materials to provide one to each student, plus two extra copies. All other copies are to be returned to the textbook depository for storage.
2. Text materials not in current use are to be returned to the textbook depository.
3. A media materials requisition (G-58 rev.) will be completed, listing titles being returned, and placed with the materials.
4. Materials are to be boxed, marked RETURN TO TEXTBOOK DEPOSITORY, and placed in the school delivery.

Musical Instrument Inventories and Property Accounting (Elementary)

Under the supervision of the Executive Director of Elementary Education, elementary principals are responsible for all musical instruments in their schools.

The following general rules apply:

1. In addition to a limited quantity of violins available for one year, some larger instruments such as viola, cello, string bass, baritone, French horn, and tuba may be available for use for a longer period of time.
2. Bass drums are assigned permanently to each school. Nederland Elementary instruments are assigned to that school.
3. All other elementary instruments are assigned a computer "school number" by the Executive Director of Elementary Education, since they are moved around from school to school instead of being assigned to one specific school.
4. Teachers may pick up needed instruments in the fall, following directions issued.
 - a. *Instrumental music teachers must keep an accurate record of:
 - (1) Names of students using the instruments.
 - (2) Contracts filled out for each instrument checked out to an individual student.
 - b. *A copy of the current-year inventory will be kept in the school office.
 - c. All instruments must be returned to the Education Center in June. Teachers may not check out of school in June until this has been done.
 - d. *Property Accounting Form C-13 will be filled out:
 - (1) If an instrument is permanently transferred to another school (this applies to bass drums and Nederland Elementary only).
 - (2) If an instrument is stolen (a police/sheriff department report must also be filed).
 - (3) If an instrument is to be discarded. The Executive Director will approve the discard and the method of disposal (*e.g.*, sent to the Education Center, traded in on a new instrument, or destroyed).
 - e. *Fill out and sign an "interschool short-time loan form" if instruments are loaned to another school for periods of one year or less. Loaning and borrowing of instruments between schools is encouraged in order to make the best use of available instruments. All interschool loans must be returned to the lending school by the end of the school year.
 - f. *Notify property accounting if an instrument is given to the school or purchased with parent funds, etc., and has not been processed through the Education Center. Report the name of the instrument, make, and serial number.
 - g. *Each school must have all instruments available, along with inventory records, when property accounting monitors its yearly check of musical instruments.

At any time, schools are accountable for an inventory check and audit of their musical instruments.

Musical Instruments Inventories and Property Accounting (Secondary)

Secondary school principals are responsible for all secondary school band and orchestra instruments, and will make sure the band and orchestra teachers in their schools keep accurate records of all instruments being used by students. All instruments shall be fully accounted for at the end of each school year, and teachers will not be allowed to go on summer leave until this has been done. If an instrument is to be checked out for the summer, the proper contract must be on file.

Regulations regarding the reporting of theft or loss, the disposal of instruments no longer in use, and the acquisition or donation of new instruments shall be as for elementary schools, above. Lending and borrowing of instruments among schools is encouraged, as long as proper records are kept and all instruments are returned to the lending school by the end of the year.

Schools are accountable for an inventory check and audit of their musical instruments at any time; property accounting will conduct an annual check of all instruments and records in each school.

NOTE: All items marked with an asterisk (*) under elementary musical instruments inventory also apply to secondary.

End of File: EDBA-R