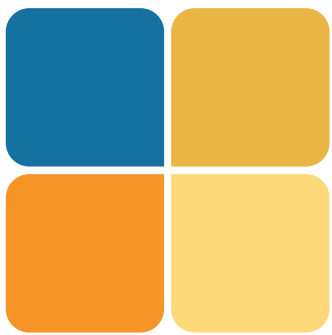




Instructional **RESOURCE** & Textbook --- Handbook

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IMPORTANCE OF INSTRUCTIONAL RESOURCE AND TEXTBOOK MANAGEMENT

One of the key responsibilities of a school system is to ensure that instructional resources are provided to teachers and students in a timely and efficient manner. To support this effort, the Richmond County School System (RCSS) utilizes Destiny Resource Manager as its primary tool for managing textbooks.

A successful distribution of instructional materials requires a clear and well-structured process. This *Instructional Resource and Textbook Handbook* is designed to guide schools through that process, offering practical support at each step.

This handbook covers the following key areas:

- Roles and responsibilities involved in the resource management process
- Selection of textbooks and instructional materials
- Ordering and processing of resources
- Day-to-day textbook management
- Inventory protocols and procedures

Flowcharts are included throughout the handbook to illustrate required as well as recommended processes and provide additional guidance for school staff.

Section 1: INSTRUCTIONAL RESOURCES DEFINED

Instructional resources refer to a broad range of materials and tools used by educators to facilitate learning, enhance instruction, and help students achieve educational objectives. These materials support diverse learning styles, make lessons more engaging and effective, and provide structure and consistency across classrooms. Textbooks are comprehensive books that cover the curriculum of a specific subject and grade level, typically approved or recommended by educational authorities. They serve as the primary source of content and instruction, guide both teaching and student study, and ensure consistent delivery of subject matter across schools. Textbooks are a type of instructional resource, but instructional resources include a much wider variety of materials beyond just books.

Examples include:

- Textbooks and workbooks
- Digital resources (educational software, apps, online videos)
- Visual aids (charts, maps, diagrams)
- Manipulatives (for math or science experiments)
- Teacher guides and lesson plans

- Audiovisual materials (films, audio recordings)
-

Section 2: UNDERSTANDING ROLES AND RESPONSIBILITIES

2.1 ROLES AND RESPONSIBILITIES DEFINED

Richmond County Board will

- Approve the final selections requested by the committees. Final selections must be recorded in Board minutes.
- Guarantee that textbooks are distributed to students in an effective and economical manner. High school materials may be distributed to middle school students enrolled in high school classes.

RCSS Superintendent and/or the Director of Teaching and Learning and the Director of High School Programming and Workforce Development will

- Make recommendations for appointment of a local textbook committee.
- Supervise employee delegated to requisition, distribute, and manage the inventory of textbooks. In emergency cases, signs textbook administration forms.

Content Coordinators will

- Make recommendations for appointment of a local textbook committee.
- Identify resources and publishers that support the district curriculum.
- Identify resources and publishers that align with the Georgia standards.
- Support the Instructional Resource and Textbook Adoption process.
- Ensure district training is provided for newly adopted.

Textbook Committee will

- Attend all meetings.
- Review vetted resources
- Collect feedback from peers
- Make an informed top selection for adoption.

Inventory Specialist will

- Ensure each school conducts an annual physical inventory of all currently adopted instructional materials that have been requisitioned by and delivered. The results of the inventory shall be recorded in the District's files.
- Process orders/requests for textbooks in Desitny.
- Add books by barcode range in Destiny for each order and at the beginning of each school year.

- Add annual consumable resources in Destiny for each order and at the beginning of each school year.
- Transfer books between schools physically and in Destiny.
- Work to ensure discarded textbooks are removed from sites.

Instructional Resource and Textbook Coordinator will

- Coordinate and facilitate the adoption of new instructional resources.
- Carry out the ordering of new and requested resources.
- Ensure all schools have the necessary inventory for all students to have required resources.
- Provide guidance on the processing of instructional resources.
- Maintain the Destiny database of resource and textbook records.

2.2 MANAGEMENT ROLES

Principal will

- Alert Data Entry Clerk of any new teachers who need to be added in system.
- Work with the building curriculum leaders and the media specialist to ensure replacement textbooks are ordered annually.
- Require all textbooks be covered.

School Bookkeeper will

- Collect fines and costs of lost or damaged textbooks.
- Issue a receipt for all monies paid.
- Deposit all money collected from students, parents or guardians for lost and destroyed textbooks into district account.
- Make sure that barcodes from lost or damaged books are written on all receipts.
- Refund monies for textbooks that are found prior to the start of a new fiscal cycle.

Teachers will

- Check that issued textbooks are not damaged.
- Conduct a textbook check at the end of each nine-week period.
- Notify parents if textbooks are lost, and remind them of the responsibility of paying for lost or damaged books.
- Verify that books are returned and checked in from students who transfer to another class or school.
- Return surplus/discard textbooks to the Department Head or Media Specialist.
- Check in textbooks at the end of the course term (for semester courses only), noting any variances to normal wear and tear.

Media Specialist will

- Verify shipments of all resources are received.

- Receive textbooks in the Destiny software management system.
- Ascertain that all extra textbooks are kept in one or more controlled access book room(s).
- Conduct an annual physical inventory of all textbooks, teacher editions and support materials.
- Check the books out and in to students using Destiny.
- Work with administrator and department heads to order fill-ins through the software management system.
- Work with the administrator to order needed replacement textbooks for the upcoming school year.
- Provide written fine notices to students throughout the school year.

2.3 USERS

Patron, Student, Parent, and/or Guardian...

- Are responsible for each textbook issued to the student. When a textbook is lost or damaged, the school will provide another copy of the textbook to the student, if available. If the same textbook is lost again by the same student, the student must have paid for at least one copy of the book before receiving a third copy of the textbook.
Refer to the [Richmond County Fees, Fines, and Charges Policy linked here.](#)
- Keep textbooks covered for protection.
- Fill out the *Instructional Materials Damage form* when the textbook is issued to note any damages or imperfections of the book. See Appendix page 14.
- Write the student's name inside the front of the cover of the textbook and on book cover.
- Keep the textbook in good condition. Any misuse of textbooks due to carelessness or neglect may be considered cause to charge the student a fine for that textbook.
- Ensure that all textbooks issued to the student are returned at the end of the school year. If the student withdraws from the class/school; this should be done at the time the student or teacher brings the **withdrawal form to the Media Specialist for signature.**

****A Textbook Responsibility letter should be sent home with the students for parents to sign. A sample letter can be found in the Appendix page 13.**

Section 3: PROCUREMENT

3.1 GEORGIA DOE TEXTBOOK RULES

The recommendation process is based upon a six-year cycle, which repeats itself in the seventh year. Each year of the cycle, the state reviews learning resources and learning resources that relate to a particular subject or group of subjects in order to create a state

recommended list of materials. Publishers of record are invited to submit their materials for consideration and present their materials to an advisory committee.

Evaluation sites, one in each of the congressional districts, are opened in the summer, so that educators and the general public may also view and evaluate the materials. Based on the recommendations from the advisory committee, the State Board of Education votes to approve the list of materials.

3.2 STATE RECOMMENDED ADOPTION PROCEDURES

Georgia's Legislative Provision of 1937, known as the Free Textbook Law, directed the Georgia Board of Education to provide textbooks for use in the elementary, middle, and high schools.

In order that the core instructional materials are of the highest quality, the state board has established procedures for evaluating and recommending textbooks in state funded courses (Georgia Board of Education Rules 160-4-4-.10 and 160-4-4-.20).

For information about Georgia DOE Textbook rules, visit

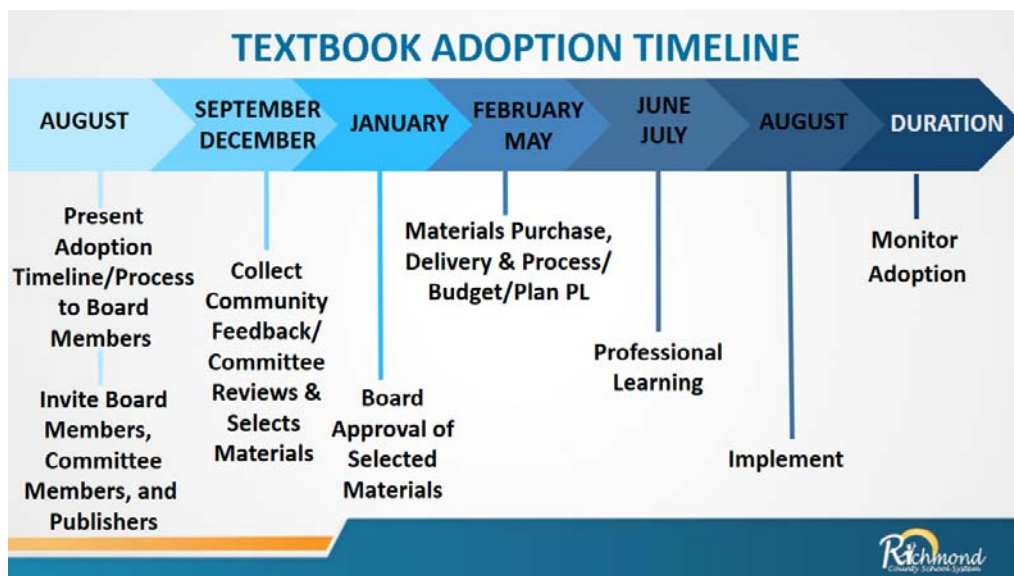
<https://rules.sos.ga.gov/gac/160-4-4>

3.3 RICHMOND COUNTY SCHOOLS ADOPTION PROCESS AND PROCEDURES

An instructional resource and textbook adoption process is essential to ensure that educational materials align with curriculum standards and support consistent, high-quality instruction across schools. It promotes equity by providing all students access to the same high-quality resources and allows for informed, cost-effective decisions by involving educators and other stakeholders in the selection process. The process also ensures compliance with state and district regulations, supports accountability, and includes training to help teachers effectively implement new materials in the classroom.

The Instructional Resource and Textbook Coordinator will oversee the implementation of the process and procedures, collaborating with the subject area coordinator to form the committee, develop the presentation, select publishers, and lead the facilitation of meetings.

The Textbook Adoption Timeline can be seen in the graphic below.



The instructional resource and textbook adoption review committee members/subject area will consist of stakeholders in the following areas:

- Two school board members
- Three parent representatives
- Two principals
- Two assistant Principals
- Content coordinator(s)
- District level staff to include: Lead Media Specialist, IT technician, Lead Instructional Specialist, Digital Learning Specialist, Federal Programs coordinator, Special Education coordinator
- One teacher leader from the adopted content area from each school.
 - All world language teachers and fine arts teachers will serve on the adoption committee for their respective subject areas.
 - The Career, Technical and Agricultural Education teachers will serve on the adoption committee for their respective subject area.

Ex-officio members, without voting privileges, will be the Board of Education members, the Superintendent, the Director and Assistant Director of Teaching and Learning, and the Director and Assistant Director of High School Programming and Workforce Development.

3.4 ORDERING OF INSTRUCTIONAL RESOURCES AND TEXTBOOKS

The textbook ordering process begins with schools assessing their instructional needs based on current inventory, student enrollment, and course offerings. Using this information, designated school staff submit textbook requests through the approved district procedures, using Destiny Resource Manager. These requests are reviewed for accuracy and alignment with approved

instructional materials. Once verified, the district's Instructional Resource and Textbook Coordinator processes the orders with the appropriate publishers. Upon confirmation, textbooks are shipped directly to schools, (new adoptions may arrive barcoded) and organized for efficient inventory and distribution.

Transferring Instructional Resources

When instructional resources need to be transferred between schools, a formal process is followed. The Instructional Resource Manager first checks the availability of requested resources in Destiny and coordinates with the Media Specialists at both the sending and receiving schools.

The sending school then pulls the materials and updates Destiny to reflect the transfer. The Inventory Specialist transports the materials to the receiving school, where the Media Specialist verifies receipt and adds the items to the school's inventory in Destiny.

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3.5 DISTRIBUTION OF INSTRUCTIONAL RESOURCES AND TEXTBOOKS

The textbook distribution process ensures that students and teachers receive necessary instructional materials in an organized and timely manner. *Note: New textbook adoptions, annual replenishments, and ordered instructional resources will be shipped directly from the publisher to individual schools.* Whenever possible, publishers will apply barcodes to the textbooks and organize shipments by barcode ranges for easier processing and distribution.

Once textbooks arrive, they are verified, processed, and entered into the Destiny software system before being distributed to classrooms. Throughout the year, schools track and manage textbooks, addressing any issues such as loss or damage. At the end of the school year, materials are collected, inspected, and reconciled with inventory records to prepare for future use.

Section 4: MANAGING THE INSTRUCTIONAL RESOURCES AND TEXTBOOKS

Managing instructional resources involves key processes to ensure materials are available, organized, and well-maintained. This includes ordering textbooks based on need, accurately receiving and cataloging materials, and using a checkout system to assign items to students and staff. Materials may be transferred between sites through a documented process. At the end of the year, resources are collected, inspected, and inventoried. Regular audits help maintain accurate records and support effective planning and resource use.

4.1 RECEIVING INSTRUCTIONAL RESOURCES AND TEXTBOOKS

After textbooks arrive at each school, they must be processed before checking them out to teachers or students. The Media Specialist or designated staff is responsible for organizing and storing the materials appropriately and notifying the Instructional Resources Manager if there are any discrepancies or issues with the delivery.

Guidance is provided regarding the materials that need a barcode and those that do not. Once processed, these resources are assigned/checked out to students.

4.2 INSTRUCTIONAL RESOURCE AND TEXTBOOK CHECK-OUT PROCEDURE

After textbooks arrive at each school, they must be processed before checking them out to teachers or students. Textbooks and resources are checked out to students and teachers using Destiny, a standardized tracking system. Each item is assigned to an individual to ensure accountability. Destiny keeps a record of all check-outs, including due dates and conditions of the materials at the time of issue.

Note: Textbooks may be in the form of a hardback book or a softback/consumable book. Hardback textbooks are checked out by the barcode. Consumables are checked out by the ISBN number.

Schools will determine their method for checking out materials to students.

* An *Instructional Materials Damage form* should be used for students to assess the book at the time it is issued to note current damaged. A Sample form can be found in the Appendix page 14.

4.3 INSTRUCTIONAL RESOURCE AND TEXTBOOK PROCESS FOR STUDENT WITHDRAWAL OR TRANSFER

- Student Withdrawals

When a student withdraws, all assigned textbooks, and instructional materials must be returned before their departure. School staff should verify the return of each item and inspect for damage. Any lost or damaged materials should be recorded, and applicable fines assessed. The student's textbook record should then be updated in the inventory system to ensure accurate tracking and availability for future use.

Note: The Media Specialist is responsible for reviewing the student's record to determine if any fines have been incurred. If the record is clear, the Media Specialist must sign the withdrawal form.

- Student Transfers Within the District

When a student transfers within the Richmond County School district, all assigned barcoded textbooks must be returned before their departure. The media specialist will verify the return of each item and inspect for damage. Any lost or damaged materials should be noted, and applicable fines assessed. The student's textbook record should then be updated in the Destiny to ensure accurate tracking and availability for future use.

*All assigned consumable materials will be taken by the student to their new school.

Returns and End-of-Year Collection

At the end of each term or school year, materials should be collected, inspected for damage,

and returned to inventory. Lost or damaged items must be documented, and fees may be assessed as per district policy.

4.4 INSTRUCTIONAL RESOURCE AND TEXTBOOK FINES

[*Board Policy JS: Student Fees, Fines, and Charges*](#)

Student Fees, Fines, and Charges"

"

The Board of Education is required by law to provide a free public education for students enrolled in the Richmond County School System. Therefore, basic instructional materials will be provided as required to complete each course of study funded for credit according to the Quality Basic Education Act.

Students enrolled in the Richmond County School System will be required to supply materials basic to all courses, such as paper, pencils, crayons, and pens. No specific types or brands of materials may be required. **Any required materials above and beyond these shall be provided by the Richmond County Board of Education.**

Schools may require students to provide clothing appropriate for each course, such as comfortable clothing or athletic shoes for physical education. A definition of such clothing may be generic but not specific to color or brand. Special safety equipment or clothing for any basic course shall be provided by the school.

A basic list of instruments and/or equipment for instrumental music programs shall be developed for each school that will be provided equitably to all students. However, students may rent or purchase their own instruments.

Fees may be charged for extracurricular activities as long as charges are not made a condition of attendance or credit within the normal day academic program. Fees may also be charged for a course-related enhancement or enrichment activity provided the activity is outside the school day and does not affect credit in the course.

Examples of legitimate fees that may be charges include, but are not limited to, gate admissions, student publications, graduation accessories, activity fees, parking privileges, summer school, on-line courses, the after-school program, and cafeteria fees.

Students and their parents shall be accountable for all books, equipment and technology devices assigned to a student and shall return such items in good condition, normal wear and tear excepted.

Students and their parents may be charged a reasonable fee for restitution of lost, damaged or abused School System property, in accordance with the [GUIDELINES FOR STUDENT RESPONSIBILITY AND ACCOUNTABILITY FOR BOARD OF EDUCATION OWNED MATERIALS AND EQUIPMENT](#). (See JS-R(1): Student Fees, Fines, and Charges).

Section 5: ONLINE TEXTBOOKS

Many of the publishers selected by Richmond County to support the curriculum provide digital resources that allow both students and teachers to access materials anytime, anywhere. These digital resources are online tools that support and extend the print materials. They typically include:

- **eTextbooks** for students and teachers
- **Interactive content** like videos and quizzes
- **Teacher tools** such as lesson plans and assessments
- **Student practice** activities and personalized learning paths
- **Integration** with Canvas, our learning management system
- **Professional development** and support resources
- **Accessibility features** to support all learners

These resources aim to enhance instruction, increase engagement, and make materials more accessible and flexible. Note: All online textbooks are available through the users' [Classlink/Launchpad](#) account. Teachers are directed to place a ticket in Incident IQ when issues arise.

Section 6: INVENTORY PROTOCOL AND PROCEDURES

All instructional resources and textbooks must be barcoded, recorded in the inventory system, and tracked from distribution to return. Regular audits ensure accurate records, and any losses, damages, or transfers must be documented. These procedures support accountability and efficient management of district resources.

6.1 DISCARDING TEXTBOOKS AND GIVEAWAY PROGRAM

Prior to discarding textbooks or other instructional resources. Schools are encouraged to host a giveaway for stakeholders prior to disposal. This process includes:

- Identifying items for giveaway
- Removing the barcoded copies from Destiny
- Selecting and promoting a distribution date
- Preparing the distribution area
- Following distribution guidelines
- Supporting the event
- Completing wrap-up procedures

Any materials remaining after the giveaway should be placed in the Gaylord for disposal. The Media Specialist is responsible for:

- Requesting a Gaylord from the Instructional Resources Manager
- Ensuring all discarded materials are properly placed in the Gaylord

Once the Gaylord is full, the Media Specialist will notify the Instructional Resources Manager to schedule vendor pickup.

Complete guidelines can be found in the *Richmond County Schools Guidance for School Instructional Resource and Textbook Giveaway*, located in the Appendix page 15.

6.2 MAINTAINING DISTRICT INVENTORY

Textbook inventory is critical to ensuring that all students have access to required instructional materials. It supports equitable distribution, prevents unnecessary spending, and ensures timely delivery of resources. An accurate inventory also helps track loss or damage, supports budgeting and audits, and streamlines transitions during new adoptions. In short, it is essential for instructional continuity and district accountability.

Inventory is conducted once per school year. The Instructional Resource Manager will initiate the inventory process by entering the program into Destiny Resource Manager for all schools. Each school's Media Specialist is responsible for completing the textbook inventory to ensure accountability. Once all schools have submitted their inventory, the district will finalize the records.

APPENDIX

TEXTBOOK RESPONSIBILITY LETTER
(Sample Letter)

Dear Parent/Guardian:

Your student has been issued textbooks for their classes, each identified by a unique barcode. These books must be covered with book covers and returned in the same condition in which they were issued. It is important that students keep track of their own textbooks and avoid leaving them in classrooms, as they are responsible for any damage or loss, even if caused by someone else.

Students have two weeks from the date of issue to inspect their textbooks and report any existing damage using the attached form. Unreported damages may result in charges at the end of the year.

When textbooks are collected at the end of the school year, fines may be assessed for writing, water damage, torn or missing pages, or damaged/missing barcodes. Parents and/or students are responsible for the replacement cost of any lost or severely damaged items.

Student Name: _____ *Student Signature* _____

Parent Name: _____ *Parent Signature:* _____

March 26, 2026

Textbook Damage Form: School Year _____

Please fill out a section for each textbook. On side two of the sheet, both the parent and student should sign at the bottom.

Textbook Title: _____

Barcode Number: _____

Damages Noted:

(Please be specific. Examples: torn page/ pg 217, torn title page, binding torn at bottom, spine seems very loose, all corners bent, and so forth.) Parents may assist students with this listing.

March 26, 2026

Richmond County Schools Guidance for School Instructional Resource and 'Giveaway' Textbook

The purpose of this process is to provide the community with access to surplus or no-longer-adopted instructional resources and textbooks through a structured and equitable giveaway process.

Contact Laura West, Instructional Resource and Textbook Coordinator, (westla@boe.richmond.k12.ga.us) with any questions as well as before and after the event.

1. Identify Resources for the 'Giveaway'

- Conduct an inventory of all textbooks to determine which materials are:
- Outdated or no longer part of the adopted curriculum.
- In acceptable condition for reuse (no severe damage, mold, or missing pages).
- Prior to the event, notify Laura West, Instructional Resource and Textbook Coordinator, (westla@boe.richmond.k12.ga.us), with event information.

2. Set Giveaway Period

Time Frame for all Giveaways is August 11 – September 12 (Subject to change each year)

- Designate a window of time for the giveaway. Minimum of 2-week window is suggested.
- Ensure the giveaway period does not conflict with any form of standardized testing.
- Communicate the dates well in advance to all stakeholders.

3. Promote the Giveaway

- Notify families, students, and staff via:
- Email, school newsletter, website, and social media.
- Posters in school common areas.
- Announcements during morning messages or school meetings.
- Include details:
 - o Dates and times
 - o Location
 - o Types of materials available

4. Prepare the Distribution Area

- Choose a central, accessible location (e.g., media center, gym, or hallway).
- Organize books, if possible, by subject/grade level for easy browsing.
- Ensure staff or volunteers are present to assist and monitor.

5. Implement Distribution Guidelines

- Create simple rules to ensure fairness, such as:
 - First come, first served
 - Only one copy per title per household
- Require sign-out sheets to identify who and what organization received resources.

6. Monitor and Support

- Assign staff to supervise the area, answer questions, and restock books as needed.
- Encourage respectful behavior and cleanliness during the event.

7. Post-Giveaway Wrap-Up

- Place the remaining resources in the provided Gaylord box.
- Thank volunteers and staff who supported the event.
- Gather feedback from participants if desired, to improve future efforts.

Optional Enhancements

- Partner with local libraries or community centers for broader reach.
- Provide reusable bags or boxes for families taking multiple books.

Flyer Information

Utilize a flyer to communicate information to stakeholders. Below is information that should be included in your document.

FREE TEXTBOOK GIVEAWAY!

Take Home Quality Educational Materials — While Supplies Last!

WHEN:

 [Insert Giveaway Dates — e.g., June 10–14]

 [Insert Times — e.g., 9:00 AM – 2:00 PM Daily]

WHERE:

 [Insert Location — e.g., School Media Center or Gymnasium]

WHAT'S AVAILABLE:

- ✓ Textbooks from various subjects and grade levels
- ✓ Gently used and in usable condition
- ✓ First come, first served!

WHO CAN PARTICIPATE:

-  Students
-  Families
-  School Staff
-  Community Centers, Church Schools, etc...

March 26, 2026

CONTRIBUTORS

to this handbook include...

2025-2026

Zachary Burch, Cross Creek High School
Christie Corley, Diamond Lakes Elementary School
Laurie Grove, AR Johnson Health Magnet School
Brittney Key, Davidson Fine Arts Magnet School
Damien Moore, Inventory Specialist
Allison New, Glenn Hills Middle School
Kendra Simmons, Deer Chase Elementary School
Velveeta Tanksley, Lead Media Specialist
Kinesha Ponder, Director of Teaching and Learning

Laura West, Instructional Resource and Textbook Coordinator