



Directions for Textbook Inventory Form

On the Textbook Inventory Form, please include **all textbooks and books that you use as part of the curriculum**. This should be done as a grade level team in the elementary, or as a department in the secondary buildings. The department or grade level should e-mail its completed spreadsheet form to the building principal before leaving for the summer. This information will be used to keep an updated inventory of instructional materials being used in the district and their condition. You do not have to include individual novels or books in a classroom library. Please keep an electronic copy of this spreadsheet for your records. You can simply update the spreadsheet each year.

Categories on Textbook Inventory Spreadsheet (please include all information)

- **Title**
- **Publisher**
- **ISBN#**--This can be found on the back of the book (usually with a barcode) or in the front of the book by the copyright information. Please use the 13 digit code you find.
- **Number of textbooks**
- **Department/Subject Area**—Please choose from the list of options available
- **Grade Level/Course**—The grade level or course where text is used. If the book is used in more than one course, please consult your principal for how this should be documented on the form.
- **Publication date**—The publication year of the book.
- **Condition of the books**—Rate the book's general condition from the list of options available.
- **Room Where Stored**

