

## TEXTBOOK LOAN PROGRAM PROCEDURE



### MAMARONECK UNION FREE SCHOOL DISTRICT

1000 West Boston Post Road, Mamaroneck, NY 10543

The Mamaroneck Union Free School District (MUFSD) non-public school textbook loan requests are governed by Section 701 of the Education Law and Section 21.2 of the rules of the Board of Regents. The law requires all Boards of Education in Public School Districts to purchase and loan textbooks on an equitable basis to all children residing within the school district who attend grades kindergarten through twelfth grade in any public or private school.

The deadline for private school textbook loan requests is **July 1<sup>st</sup>** preceding the school year for which the textbooks are being requested. The deadline for loan requests for new resident students will be no more than 30 days from moving into the MUFSD.

Textbook loan requests must be submitted by filling out the textbook loan order form which can be found on the MUFSD website [www.mamkschools.org](http://www.mamkschools.org) by clicking on the New York State Textbook Loan link on the Parent page accessible from the TOOLS drop down menu on the Home Page, <http://www.mamkschools.org/dashboard/parent/nys-textbook-loan-program>. The textbook forms must be typed and submitted via e-mail to [textloan@mamkschools.org](mailto:textloan@mamkschools.org). If requesting e-text materials, the parent of the private school student, or participating private school making the loan request on behalf of the parent of the private school student, **MUST** provide a name, e-mail address and phone number for the appropriate contact at the private school with whom the MUFSD or publisher may communicate online access information. It is the responsibility of the private school to receive and disseminate these materials to the students in their school. If this information is not included on the request form the District will not be able to accommodate the loan of online or e-text material.

The textbook loan request must be filled out completely with the 13 Digit ISBN number, Title, Author and Publisher for each book requested. If the request is submitted and the information is incomplete the request will be returned for completion. If completed forms are returned after July 1<sup>st</sup> of the preceding year of the loan request the order will not be filled. The MUFSD will make every effort to supply the textbook(s) requested for the start of school.

Book drop offs and pick-ups are **by appointment only**. Please contact the Purchasing Agent for a book drop off appointment at 914-220-3035 or via e-mail: [textloan@mamkschools.org](mailto:textloan@mamkschools.org). If a text loan request is placed with the MUFSD directly by a parent of a private school student, the Purchasing Agent will contact the parent to schedule a pick up appointment once the majority of the child's books are in stock and prepared for pick up. If the text loan request is being placed by the private school on behalf of the parent of a private school student, the books will be shipped directly to the private school for distribution to the student.

Loan requests placed by a private school on behalf of the parent or parents of a private school student or students must be accompanied by a current enrollment list, including physical addresses and contact information, of students residing within the Mamaroneck School District.

In accordance with the NYS Textbook Loan Program inventory control of all Textbook Loan Materials will be maintained by the Purchasing Agent in the Business Office. The inventory for

## TEXTBOOK LOAN PROGRAM PROCEDURE

books purchased and loaned directly to parents of private school students and the return of those books at the end of the school year will be tracked and reported on annually. Participating private schools that place loan requests on behalf of the parents of private school students and collect and store those books in their private school facility will be required to submit an inventory of textbooks in their possession that were purchased and loaned by the MUFSD for that school year. Workbooks provided by MUFSD are consumable and do not need to be included in the inventory list. This inventory is due no later than March 31st of the current year. Failure to provide the inventory will result in a hold on further loan requests until the inventory is received by the MUFSD. Inventory should be e-mailed to [textloan@mamkschools.org](mailto:textloan@mamkschools.org). The private school inventory will be tracked separately by school.

The MUFSD will require that the responsible person or organization receiving the books review the condition of the books and sign a receipt, per NY State guidelines, that all were in good condition when received. Receipt form attached.

Private school students receiving textbooks through this loan program will maintain these books by not writing in them, folding or ripping pages or otherwise damaging or defacing the textbooks. The books must be covered for the entire duration of the loan. If the books are found to have been damaged or lost the MUFSD will assess the damage and impose a fine as per New York State guidelines. The MUFSD also reserves the right to withhold issuance and loan of school textbooks the following school year to any student that has not returned the prior year's books. In this case, the MUFSD may provide a classroom copy of the textbook directly to the private school for use by the student until the loan requirement is satisfied. Books provided under these circumstances are the responsibility of the private school and may not be given to the student to take home.

**The textbook recovery date for individual student loaned books is at the end of the school year, no later than June 30<sup>th</sup>.** All textbooks loaned to individual students must be returned to the Purchasing Agent in the MUFSD Business Office for inspection by that date. All texts in good condition will be counted back into the inventory after inspection. **An appointment for book drop off is required.** Call 914-220-3035 for appointment or schedule via e-mail at [textloan@mamkschools.org](mailto:textloan@mamkschools.org).

# TEXTBOOK LOAN PROGRAM PROCEDURE



## MAMARONECK UNION FREE SCHOOL DISTRICT

1000 West Boston Post Road, Mamaroneck, NY 10543

### INSTRUCTIONS FOR COMPLETING THE PARENT REQUEST TEXTBOOK/WORKBOOK FOR NON –PUBLIC/PRIVATE SCHOOLS REQUEST FORM

1. Complete information should be entered on the District textbook loan request form which can be found on the District website [www.mamkschools.org](http://www.mamkschools.org)
2. Each of the following categories must be completed on the form: ISBN, Subject, Grade, Title, Child, Author and Publisher. The Stock # field is for District use only.
3. The student's parent or guardian must sign this form. If unable to scan and e-mail, form may be faxed to 914-220-3091.
4. Please attach a published book list provided by the non-public/private school OR have an official representative of the school sign the certification below to confirm that the books listed on the submitted textbook loan request form are required in a particular class or program as a primary source of study material intended to implement a major part of an approved curriculum taken by the student listed below who is registered in the non-public/private school. If unable to scan and e-mail, form may be faxed to 914-220-3091. Please follow up with Purchasing to confirm receipt 914-220-3035.
5. Completed non-public/private textbook loan request forms should be e-mailed to: [textloan@mamkschools.org](mailto:textloan@mamkschools.org).

Application is hereby made for the loan of the textbook material listed on the emailed request form(s) for my child \_\_\_\_\_ who will be attending \_\_\_\_\_. I understand that all books are to be maintained in good condition, and that if damaged or lost, the book(s) will be replaced at my expense. I also understand that the books must be returned to the MUFSD Purchasing Department at the above address no later than June 30th. If we should move out of the MUFSD, the books will be returned to district prior to moving date.

DATE: \_\_\_\_\_ SIGNED: \_\_\_\_\_  
(PARENT)

I confirm that the books requested by the above are required in a particular class or program as a primary source of study material intended to implement a major part of an approved curriculum taken by the student listed who is registered at \_\_\_\_\_ the non-public/private school indicated on the textbook loan request.

DATE: \_\_\_\_\_ SIGNED: \_\_\_\_\_  
(OFFICIAL OF SCHOOL)

NOTE: Religious books, Bibles, newspapers, testing materials, review books, dictionaries, atlases, computer software, supplemental textbooks & novels, manipulative materials and AV materials are deemed inappropriate under Section 701 and NYCRR 21.2 of the N.Y.S. Education Law.

# TEXTBOOK LOAN PROGRAM PROCEDURE



## MAMARONECK UNION FREE SCHOOL DISTRICT

1000 West Boston Post Road, Mamaroneck, NY 10543

### RECEIPT

#### OF TEXTBOOKS FROM THE MAMARONECK UNION FREE SCHOOL DISTRICT ON BEHALF OF THE NYS TEXTBOOK LOAN PROGRAM

I confirm that the textbooks that I, \_\_\_\_\_ am picking up  
Parent/Guardian Name (Print)

today, \_\_\_\_\_ for \_\_\_\_\_ from the Mamaroneck Union  
Date Student name (print first and last)

Free School District, according to the New York State Textbook Loan Program, are in good condition.

I understand that all books must be maintained in good condition, and that if damaged, highlighted in, written in or on, with the exception of the child's name on the inside of the front cover of the book or lost, will be replaced at my expense.

Workbooks need not be returned as they are considered consumable and may be written in and kept by the students. All books that come with multimedia components must be returned with said components in good working order. All textbook materials on loan from the Mamaroneck Union Free School District must be returned no later than June 30<sup>th</sup>.

\_\_\_\_\_  
Parent/Guardian (Signature)

\_\_\_\_\_  
Date

If you wish to note any current issues with the books being loaned please note here: