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Textbooks and Supplies

Keeping Track of the Inventory

Having invested hundreds of dollars in books and supplies, you will want to be sure to implement a way in which to keep track of these valuable items. Use a check-out system for borrowed books. Be sure to track missing books and perform inventory review at the end of each semester. (See 6A)

How can we get publisher information?

Publishing Houses will send you their catalogs free of charge. (See next page.)

How do we keep track of our books?

When books arrive, make careful inventory. Consider stamping the inside of each book with your church's name.

Have teachers check-out books by filling out a sign-out card. Keep the cards visible and near your ESL storage area. When books are returned, the teacher can pull the card and write the return date on the card. This will help identify where missing books may be after the semester ends. Check inventory at the end of each semester. (See 6B)

Buy a set of textbooks for student use in every class. Do not let students take books home. This may sound strange, but here is what may happen if books are taken home: On night one, 10 students arrive and are given books. On night two, 8 students return, 2 forget their books and 3 new students join the class. You now have 11 students and six books. This may continue until you have no books for the students!

What if students want to buy textbooks?

Students will inquire about purchasing books. A good solution is to have the student purchase them from a local bookstore. The teacher can photocopy the back of the book to include the bar code and ISBN. This will give the bookstore enough information to locate the book on the shelves - or to special order the book, if needed. The teacher may also want to write a note to the bookstore explaining that the bearer of the note wishes to purchase the textbook. This will help the student with limited English.

Should we sell the students books at cost?

Some programs elect to sell students textbooks at cost. This requires more effort in ordering and bookkeeping but is a definite benefit to students who wish to buy their books. If you elect to do this, be sure you have someone who will take this as their sole responsibility.

ESL Textbooks Inventory

Church name: **Date:**

Title	ISBN (back of book)	Number of Copies Current semester	Number of Copies Prior semester	Publisher