



# TEXTBOOK DISTRIBUTION Retention And Retrieval Cycle



## TEXTBOOK DISTRIBUTION, RETENTION & RETRIEVAL PROCESSES

### LTSM DISTRIBUTION

- At the beginning of each academic year, all learners should be loaned textbooks for every subject in every grade
- Each learner receives a loan form indicating the titles of all textbooks loaned.
- The loan form is then signed by parents as an obligation for accountability for the textbooks loaned to their children
- Learners should cover the loaned textbooks, to make them look presentable and for durability
- Learners are encouraged to bring their textbooks to school on daily basis for effective teaching and learning
- Learners are reminded that it is their responsibility to look after the textbooks loaned to them and to always keep them safe

### TEXTBOOK RETENTION AND RETRIEVAL

- The management of this process remains the responsibility of the SGB and SMT. Cooperation by all teachers, learners and parents is crucial for successful textbook retention and retrieval
- The School LTSM Committee is responsible for ensuring that quarterly textbook retention audits are conducted to ensure that learners are still in possession of the textbooks loaned to them at the beginning of the year
- The quarterly retention audits should be conducted 2 weeks before schools close every term. During this process, all learners are expected to physically bring their loaned textbooks to school for auditing
- During the auditing process, the learners' loans forms are used. A tick should be made next to each textbook available (✓) and a cross (x) for any textbook lost
- All lost and/or damaged textbooks should be recorded on the learner's loan form.  
A letter should immediately be sent to the parent/guardian to action in line with the school's Retrieval Policy
- At the end of the academic year all learners must return all textbooks loaned to them following the school's Retrieval Plan
- LTSM that is lost, stolen or damaged while in the care of a learner, teacher or school must be immediately reported. Measures must be taken to replace the material taking into consideration the budgetary implications involved

### TEXTBOOK LIFE CYCLE

