

## PROCEDURE

**Title: Textbook Order**

	PREPARED BY	CHECKED BY	APPROVED BY
<b>Name</b>	Rim Kabbara	Mrs. Abou Rjeili	SMT
<b>Position</b>	Executive Director	AD of Instructions	SMT
<b>Prepared</b>	SY 2018-2019	<b>Reviewed</b>	SY 2019-2020
		<b>Valid until</b>	SY 2020-2021

### 1. SUBJECT :

Procedure on how to order students' textbooks and learning resources

### 2. APPLICATION DOMAIN :

The actual procedure is relative to: Librarian


### 3. RESPONSIBILITY :

The Librarian has the responsibility to apply this procedure

### 4. DESCRIPTIONS :

Organize, update and order the list of required textbooks and learning resources for the upcoming school year

- Teachers, electives and year leaders will complete the book order form with students' **textbooks, related workbooks / resources and teacher editions** with all needed details:
  - Subject
  - Title
  - Publisher
  - Publication date
  - ISBN
- Get the expected number of students in each year level for the next school year from admission department.
- Add these numbers to the requested titles as per each year level. Add to each title 5 to 10 extra copies in case the number of students increases in some year levels more than the number expected for the next school year.
- Count the extra copies in the stock room of each subject left from the current year (If applicable), and deduct them from the number of copies that should be ordered for the

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upcoming year (In case there was any standing balance from the book order from the previous year).

5. Electives, year leaders and HOD will check the list of textbooks, and will confirm by printing their name under (checked by HOD) and shall send a confirmation email to the AD of instructions, and then submit the list to the AD of instructions for final review.
6. After finalizing the list, the librarian shall send it to the school director for final approval, then will coordinate with the resources coordinator and finance department to proceed with the request and ask for vendor/agent/supplier quotation.
7. After getting quotation from vendor/agent/supplier, the librarian will check what is missing and what cannot be delivered and need to be replaced by another title and will report this back to the teacher and respective HOD/ electives or year leader.
8. When final check on the amended list is completed, the librarian will send the final confirmation to the resources coordinator to proceed with the LPO and payments.
9. Books order are expected to take from 6 to 8 weeks to be delivered.