Preamble

A book list for each Year Level is prepared in term 3 each year for the following year ready for distribution to parents by the Year 7 orientation night. An agent is selected as the official College book-seller.

Principles

1. All subjects are encouraged to use a textbook - including "practical" based subjects - for learning activities in the classroom and/or at home.
2. Learning Area Leaders, in consultation with their Learning Area staff and the Teaching and Learning Team, will evaluate Year 7-12 texts annually to ensure their on-going suitability for the educational objectives.
3. Changes to booklists are to be minimal. Changes should primarily be necessitated as a result of course changes or the release of a significant revision of an existing text.
4. Costs to parents are to be kept as low as possible.

Policy

Learning Area Leaders will advise the Director of Studies changes in booklists for the following year in time for new lists to be prepared and distributed adequately. Final approval for Booklists will be given by the Leadership team.

Guidelines

1. Learning Area Leaders are responsible for initiating and overseeing evaluation and selection of texts, taking into account opinions of teachers and students.
2. There is to be careful selection and thorough evaluation of all texts prior to selection.
3. The quality, language and understandability of texts should be a major part of the criteria of selection.
4. Only books that teachers intend to regularly use should be listed.
5. Every effort is to be made to trial new texts before they are recommended. Texts that have not been physically seen in their final print form should not be booklisted.

Implementation

1. Changes are approved only after the Learning Area Leaders in consultation with his/her Learning Area staff justifies the changes.
2. In the process, Learning Area Leaders are to discuss text selection with the relevant Curriculum Development Team.
3. Stationery items are to be submitted by Learning Area Leaders, but will be included on the booklist separately from the textbooks.
4. The Director of Teaching and Learning is responsible for liaising with the bookseller (e.g. North of the Yarra in 2007) to create the draft booklist. This draft is to be verified by Learning Area Leaders prior to submission to the Leadership Team.

Approved by the College Board October 1994, June 2006