

## I. Textbook Curriculum Materials Center (TCMC)

The TCMC collection supports the program for teacher certification by the College of Education at Texas State University, San Marcos. Students seeking certification to teach in Texas accredited schools must have access to view and study the textbooks approved by the Texas State Board of Education (SBOE), for subject and grade level certification.

Each year the State Board of Education initiates a review and adoption cycle of textbooks for elementary grade levels, including prekindergarten, and secondary grade levels, for each subject in the required curriculum of all Texas accredited schools under Section 28.002. of the Texas Education Code. For this policy, textbook is defined as a book, or a combination of a book and supplementary instructional materials that conveys information to the student or otherwise contributes to the learning process, or an electronic textbook. Electronic textbook means computer software, interactive videodisc, magnetic media, CD-ROM, computer courseware, on-line services, an electronic medium, or other means of conveying information to the student or otherwise contributing to the learning process through electronic means. The library has a general policy of not purchasing “consumable” material. In their definition of textbooks, the SBOE includes “a system of instructional materials.” The library considers those system materials consumable, and therefore will not purchase them.

For each subject and grade level, the State Board of Education adopts two lists of textbooks. The **conforming** list includes each textbook submitted for the subject and grade level that meets applicable physical specifications adopted by the State Board of Education and contains material covering each element of the essential knowledge and skills of the subject and grade level as determined by the State Board of Education under Section 28.002 and adopted under Section 31.024. The **nonconforming** list includes each textbook submitted for the subject and grade level that: meets applicable physical specifications adopted by the State Board of Education; contains material covering at least half, but not all, of the elements of the essential knowledge and skills of the subject and grade level; and is adopted under Section 31.024. The TCMC collection of the Alkek Library will only purchase from the conforming list, unless requested to purchase individual titles from the non-conforming list by the Curriculum and Instruction department. If the dept. requests material from the non-conforming list, they must request the title individually and must indicate on the request slip whether to locate it in the TCMC collection or the general stacks.

The State Board of Education is required to determine at least 24 months before the beginning of a school year, which textbooks for a particular subject and grade level will be purchased under the review and adoption cycle adopted by the Board, and the Board is required to publish notice of the review and adoption

cycle for those textbooks. If that list is not adopted and published before June 1<sup>st</sup> of each year, the library will defer purchase of those books until the beginning of the next fiscal year.

Selection, acquisition, processing replacement and deselecting of TCMC material is documented in [TCMC Procedures](#). The Library will only purchase the Teacher's edition of each title, unless the Teacher's edition does not include the Student's text within its covers. If the offered Instructor's volume does not include the Student's text, the student text will also be purchased for the collection. Material from the TCMC collection is subject to the Library Lending Policy, sec.2.b, Special Materials. The circulation period for TCMC material is normally two weeks, with up to three renewals. Inquiries regarding the circulation of TCMC material should be made at the service point of the Periodicals/Media Desk on the 3<sup>rd</sup> floor of the Alkek library.

**This policy will be reviewed as needed.**

**Approved: June 15,2004**

**Reviewed May, 2011**

**Reviewed August, 2014**