

**Texas Education Agency
Instructional Materials and Educational Technology Division**

Identifying Worn-Out Textbooks

Worn-out Textbooks: In order for a textbook to be declared as worn out by a school district, it must have been in adoption by the State Board of Education for at least two years. If any of the following conditions exist in a textbook, it may be declared as worn-out.

1. The cover of the textbook has come away from the pages of the book.
2. End papers have pulled away from cover.
3. The textbook cover is dog-eared on the corners or frayed at the edges and on the spine
4. The cover is worn to the point of exposing the cardboard cover.
5. The textbook cover or pages are wrinkled due to having been wet.
6. Reinforcing material is worn or pulled away from cover and from contents along spine.
7. The stitching is loose or broken allowing sections of the textbook to separate and loosen.
8. Partial or complete separation of the binding; it may have become loose or torn at the hinges. This may result in pages that are coming away from the binding.
9. The spine of the textbook has come away from the pages of the textbook or the spine of the textbook is broken.
10. The textbook spine no longer maintains a 90 degree angle when viewed from the top or bottom.
11. The textbook is badly soiled or mutilated.
12. The end papers and cloth reinforcement are torn and pulled away from the cover.
13. Pages are torn, badly soiled or disfigured by drawings or writing.
14. Page edges are cut or badly ink-marked.
15. The textbook pages have reddish-brown cluster of spots or discolorations that are caused by fungus growth or mineral crystallization that grows in damp conditions.
16. An entire page or section of the textbook is absent.
17. The textbook has more than 10 pages whose corners have been folded over (dog-eared).

Usable Textbooks: Textbooks that exhibit the conditions shown below are considered usable and should not be declared as worn out:

1. Edges of the textbook cover are not frayed.
2. The textbook cover is securely attached to contents along spine.
3. The pages are clean and not torn.
4. The end papers are fixed firmly to the cover and contents.
5. The page edges are clean and unmarked.
6. Textbook cover is slightly soiled or frayed along spine.
7. Some pages have small smudges.
8. Page edges have some discoloration.
9. End papers are beginning to tear or loosen; but the cover is still firmly attached to the contents along spine.
10. Page smudges can easily be removed, or at least do not interfere with the book's readability.

When to Use Other Methods to Report Damaged or Destroyed Material

If irreparable damage to a textbook is caused by a student, the school district should reimburse the Agency for the cost of the textbook and complete a TEX-009, *State Textbook Sales Invoice*. Also, if materials were destroyed through catastrophes such as fires or floods, the school district should complete a TEX-012, *Report on State-Owned Textbooks That Have Been Destroyed*. A TEX-012 should also be used when reporting books that have been used by children with highly contagious diseases or books that have been rendered useless through a child's sickness. And, finally, if a publisher-depository sends a school district a textbook that is defective, a TEX-013, *Shipment Error Report*, should be completed.