



NEBRASKA

DEPARTMENT OF EDUCATION

Textbook Loan Program (TLP) Frequently Asked Questions

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1) *Can the TLP funds be used to purchase used textbooks?*

Yes. The textbook must be used by the public school district and meet the textbook definition in Rule 4, Section 002.03.

2) *The copyright date of the text used by the public school district is no longer available. Can the same text (title and publisher) with the more current copyright date be ordered?*

Yes. By doing so, the avoidance of the purchase of obsolete or near obsolete texts is accomplished allowing the books to be used more years. For further information, see Section 003 of Rule 4.

3) *Can teacher's editions be ordered using TLP funds?*

No. As specified in Rule 4, TLP funds are used for the purchase of textbooks loaned to children enrolled in private approved or accredited schools in Nebraska.

4) *Can TLP funds be used to purchase reference materials (dictionary, thesaurus, etc.)?*

No, unless the reference materials are used as the principal source of study material (as defined in Section 002.03 of Rule 4).

5) *Can TLP funds be used to purchase texts in other formats rather than actual textbooks?*

Yes, as long as the instructional material meets the definition of a textbook in Section 002.03 of Rule 4, and designated for individual, not classroom use.

6) *Can TLP funds be used to purchase textbooks that come in kits, sets, or levels?*

There is a limit to the number of textbooks to be loaned per student (Rule 4, Section 003.03 and Appendix A). You will need to ensure that any textbook that comes in sets, volumes, or levels complies with the definition of textbook (Rule 4, Section 002.03) and does not exceed the per student limit.

- **Kits** - The purchase of “kits,” while in some cases cost-effective, may also contain materials that do not comply with the definition of Textbook (Rule 4, Section 002.03). The public school district can only request reimbursement for the items in the kit that are designated for individual, and not classroom or teacher use. It will be necessary to contact the vendor to get the per-item costs in order to determine the amount to request for reimbursement, which should be attached to the Appendix C, along with an explanation.
- **Textbooks with multiple volumes** - these “may” be counted as one book, but only if there is one ISBN, the volumes cannot be purchased separately, and the complete multi-volume set is designated for individual, not classroom use.
- **Leveled textbooks (i.e. readers)** - again, there could be an issue of exceeding the per student book limit. These “may” be counted as one textbook, but only if there is one ISBN, the volumes cannot be purchased separately, and the complete multi-volume set is designated for individual, not classroom use.
- In some instances, it may be necessary to review the above-noted items on a case-by-case basis in order to determine whether they meet the provisions of Rule 4.

7) *Do “homeschooled” students qualify for the TLP?*

No. The Textbook Loan Program applies to children attending a private school that is approved (under Title 92, NAC, Chapter 14) or accredited (under Title 92, NAC, Chapter 10). Refer to Rule 4, Section 002.01 for clarification. Parents who “homeschool” their children elect to exempt themselves from approval & accreditation regulations; therefore, “homeschools” are not approved or accredited schools.

8) *Can children who do not reside in our public school district but attend a private school located in our school district apply for the loan of textbooks?*

Yes. Section 003 of Rule 4 states that textbooks designated, by title, for use in the public schools of the school district in which the child resides or of the school district in which the private school attended by the child is located may be requested for loan.

9) *Can shipping and handling charges be included in the total cost of the books?*

Yes. Include shipping and handling charges added by the seller/vendor on Line 5 of the Application for Distribution of Funds (Appendix C - NDE 22-003) (see Section 004.04D of Rule 4).

10) *Our district did not expend the total amount of TLP funds (books not available, prices lower than anticipated, etc.). How do we report this?*

Include the amount of carryover on Line 9 of the Application for Distribution of Funds (Appendix C - NDE 22-003) (see Section 004.04E of Rule 4).

11) *Do all textbooks need to be included on the list of textbooks designated for use in the public school?*

Yes, include all textbooks. Refer to Section 004.01A of Rule 4 for further information.

12) *How many years do we need to keep the TLP papers (i.e. applications, parent representative forms, book lists, etc.)?*

The TLP is not specifically listed in the Schedule 10 Records Retention Schedule (for Local School Districts). Our recommendation is to treat these records similar to other financial-related records listed in Schedule 10 and dispose of them after 6 years.

- 13) *What do we do with old textbooks purchased through the TLP that are to be replaced by a new text or updated copyright?*

A procedure is established by the local board of education for disposing textbooks. The same disposal procedure applies to all textbooks, including those purchased with TLP funds. See Section 004.01F of Rule 4 for further clarification.

- 14) *If we sell textbooks purchased with TLP funds to a used textbook company, should the funds be placed in our TLP account?*

All funds received from any sale of unused textbooks that were originally purchased with TLP funds should be retained in a separate account, treated in the same manner as carryover funds and reported on Line 9 of the Application for Distribution of Funds (Appendix C - NDE 22-003) in one or more future years (see Section 004.01F of Rule 4).

Questions regarding the Textbook Loan Program may be directed to
Beth Bolte at (402) 471-2795 or beth.bolte@nebraska.gov

Website: <https://www.education.ne.gov/fos/textbook-loan-program-rule-4/>