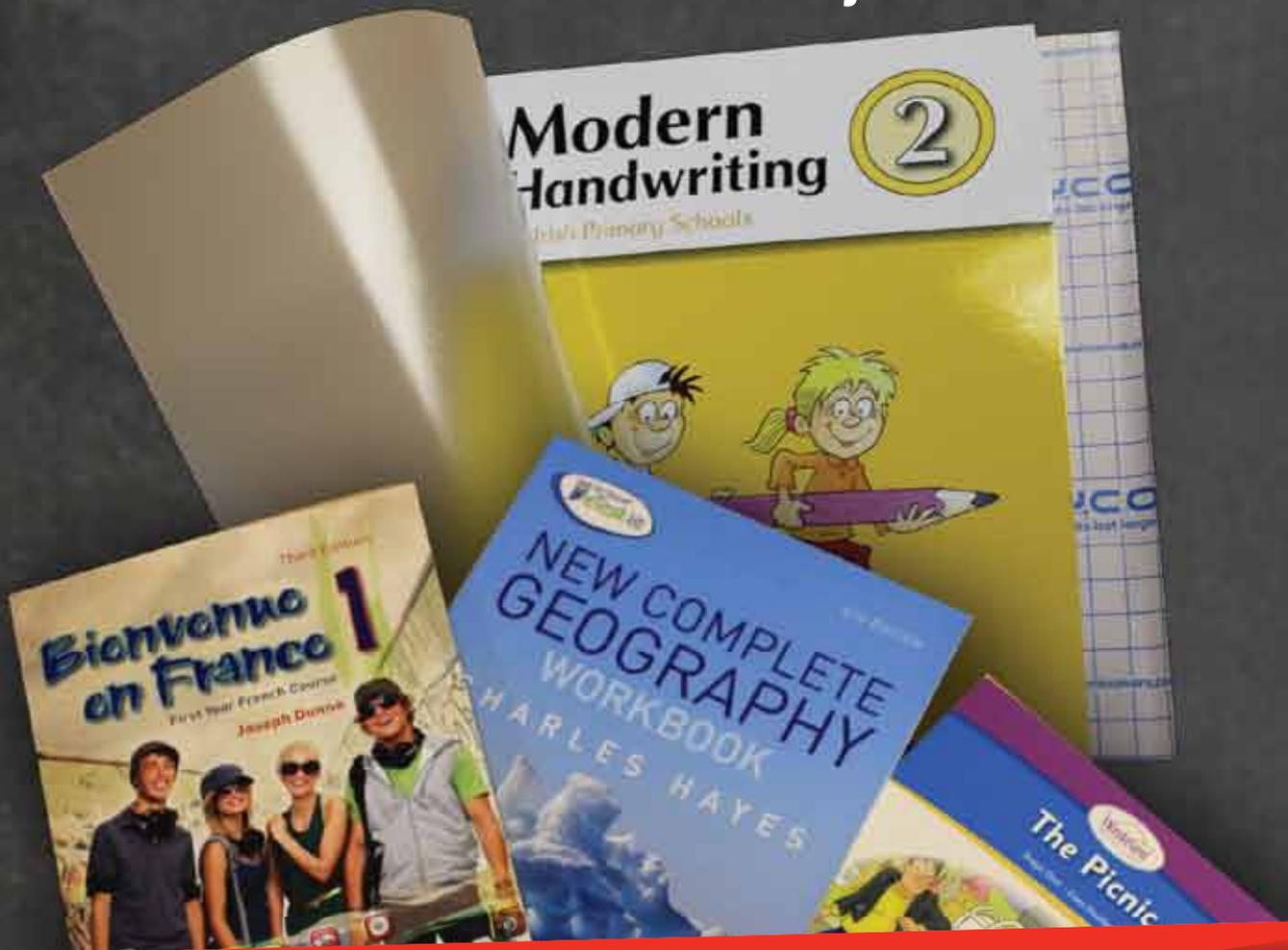


School Book Rental Scheme Guide

The Solution for Tough Economic Times

Rhino - Book Protection not just Book Covers!

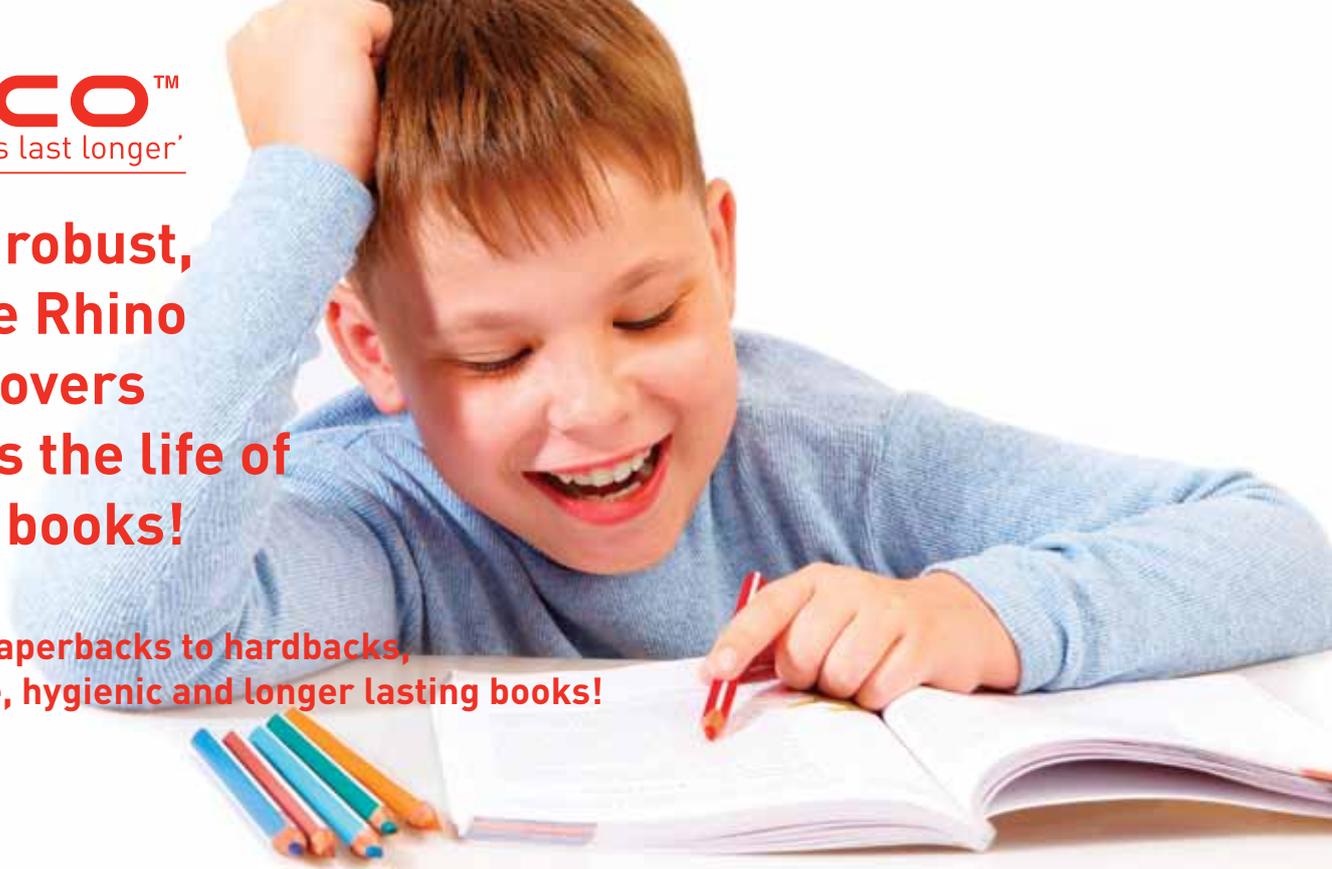


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This year and in coming years, the high cost of school books and school supplies will raise issues for many parents. Every parent wants to ensure their child gets the best education. Many are finding it difficult to pay for school books. Every child needs access to school books and School Book Rental Schemes (SBRS's) provide a viable solution.

This is Ryco's guide to setting up a SBRS. Implementing a SBRS in your school will ensure that every child going to school will have access to schoolbooks. This guide, is designed to provide insight and some guidance. The effectiveness of operating a SBRS is dependent on each individual school's ability to answer the queries raised below and allocate the tasks to responsible staff and/or parents.

Questions that arise:

- 1** What is a School book rental scheme and why set one up?
- 2** Are grants available?
- 3** How are grants allocated?
- 4** How is funding done for a SBRS?
- 5** What are the steps necessary to establish a SBRS?
- 6** How easy is it to administer a SBRS?
- 7** How is implementation of SBRS done?
- 8** Budgeting
- 9** Is it now time for Ireland to have a national SBRS?
- 10** How is the SBRS evaluated?
- 11** What are the benefits to parents and students?



1. What is a School Book Rental Scheme, and why set one up?

SBRS's are the most effective method of keeping the costs of school books to a minimum for parents and pupils. SBRS's are suitable for both Primary and Secondary schools. SBRS's address the costs of purchasing school books up front; pooling resources, paying costs over time ...usually two to three years... through book rental fees. SBRS's can be administered either by the school or through Parent Associations. In these financially challenging times demand for SBRS's is high for both Primary and Secondary schools.

Ministerial Directive

Minister Quinn is now encouraging all schools to introduce a school book rental scheme.

Circular 35/91

The Minister is anxious that management authorities should implement a school policy, in cooperation with parents, which would ensure the efficient use of school books and minimize the costs for parents.

The Minister urges all schools to operate a loan/rental scheme with due regard to the following three categories of pupils:

- *Pupils who would warrant maximum support from the scheme – these should be required to pay no rent but the appropriate rent could be paid from the school book grant to the school.*
- *Pupils who would warrant less than maximum support – these should pay an appropriately reduced rent subsidized from the school book grant.*
- *Pupils who would not warrant any support – these should pay the full economic rent.*



St Vincent De Paul

According to the St. Vincent De Paul “publishers have agreed not to revise any edition of a School book within four years of publication and that School books will remain in print through out the four years.

The Irish Educational Publishers Association (IEPA) agreed a new code of practice that means pupils can pass on their books to younger siblings and parents can sell them on the second hand market. Publishers have also agreed to assist schools in operating school book rental schemes, they have also offered to work with the Department of Education and charities such as SVP to establish a school book voucher scheme.”

See the SVP website for further details.

On the Pat Kenny Show, in autumn 2011, Audrey Deane of SVP called for the implementation of a national School Book Rental Scheme. She also discussed the need to ensure that all books in such schemes were protected to the highest standard with tough, robust book covers to ensure that not only would books last but that they could be reused saving money for schools in the long run.

2. Are Grants available?

Grants **are** available to help students fund school books. In the main, grants are available to families on low incomes and are funded by the Dept. of Education.

Eligible students include:

- Students whose families are in receipt of social welfare payments
- Families in receipt of Family Income Supplement and Back to School Clothing and Footwear Allowance....families on low income.
- Families experiencing financial hardship because of particular circumstances (for example, where there is prolonged illness of a parent/guardian, addiction problems, etc.)

3. How Grants are allocated to Schools:

DEIS Schools...(Delivering Equality of Opportunity in Schools). The rates for schools in the DEIS programme are higher than those for non-DEIS schools.

The grants are as follows:

*The below information is accurate at the time of print.

Primary Schools:

(April 2011)

The allocation to schools for books allows a per capita funding of:

- Allocation to DEIS schools for books: €21
- Allocation to non-DEIS schools for books: €11

Post Primary Schools

(June 2011)

The additional per capita funding to be provided is:

- Allocation to DEIS schools for books: €39
- Allocation to non-DEIS schools for books: €24
- Junior Certificate Schools Programme: €60
- Transition Year Programme: €95
- Leaving Certificate Applied Programme: €151
- Physics and Chemistry: €13



4. Funding SBRS's.

- Schools can raise funds in the following way:
 - Loans
 - Grants
 - Subscriptions
 - Membership fees
 - Fundraising
 - Security / redeemable deposits
- Deposits must be paid annually...with an additional excess to cover damaged books and procure replacements.
- Funding can be used to buy new or good quality second hand books. Purchase second hand books in excellent condition where possible... but make sure to factor in the cost of protecting all school books with durable, tough Rhino book covers.
- Sourcing school books is easy ...school books can be bought from past or present pupils, from local booksellers or directly from publishers. Secondhand books are also becoming more available.
- Volume purchasing offers the best value for money for SBRS's...again consider setting up School Co-Ops.
- Transition year students and parents could assist in the cataloguing of school books, marking each school book with the school stamp and sorting books by lists for each pupil. Some larger schools who have been operating SBRS's apply barcodes to the books as a secure and traceable solution. **The Rhino** cover affixes the barcode permanently.
- Consider a SBRS as a project for Transition Year Students.
- School books to be distributed to students on the first day back in Aug/Sept. Each pupil signs for books and receipts sent to parents by email where possible or if a hard copy is sent ...a copy must be kept by the school.
- The rental charge and/or membership fee needs to be paid in advance along with the redeemable deposit.
- School books to be returned by pupils at the end of June. Lost or damaged books to be paid for by pupils/parents. In practice this should be deducted from the security deposit. The amount of deposit will vary depending on each school's costs.
- The book-grant fee for disadvantaged pupils can be used to pay the rental charges and/or membership fee.(see Circular 35/61 above)



5. What are the steps necessary to introduce a SBRS?

- Phase in the introduction gradually to help alleviate the initial financial outlay.
For example: Introduce English the first year, Mathematics or History/Geography the following year or select class years which are easiest to monitor and pilot.
- Engage the participation of parents. Send out a questionnaire to get views and opinions.
- See Ryco's **Facebook campaign Ireland Needs School Book Rental Schemes** and leave your comments. Ryco will monitor the discussions and post topical questions and answers.
- Run a costing and financial model to fund purchases.
- Purchase secondhand books and have them re-conditioned by Ryco.
- Evaluate how grants apply to your school.
- Use the most durable, robust book protection such as Rhino book covers...tough, strong and resilient!
- Rhino Book Covers which turn paperbacks into virtual hardbacks will both reduce the likelihood of damage and the amount parents pay for replacements.
- Ask for samples from Ryco Book Protection! See www.ryco.ie for further information.

6. How to Administer a SBRS:

It is vital from the outset to appoint an administrator who will be responsible for the overall management of the SBRS. The key to a good book rental scheme is organization and planning. This should involve the following elements:

- Compile school book lists per class.
- Purchase school books and negotiate discounts
- Consider setting up school Co-ops within your county.
- Re-issue school books which are in good condition. It is advisable to always repair and protect school books with book covers such as Rhino 1...see www.ryco.ie for more information.
- Arrange to protect all new school books with tough, durable book covers such as Rhino. Thinner, less durable book covers **do not** protect book spines and book corners. Many alternatives currently available tear easily and do not offer the protection of a permanent, durable, hygienic and adhesive solution such as the Rhino 1 cover.
- Bar-coding school books where possible (depending on the size of the school) through the implementation of a school book rental software management system such as Inter Leaf Technologies (<http://www.interleaf.ie/>). There are many systems available...speak to a school using the combination of Rhino book covers and barcodes for advice.
- Distribute books to students and collect rental fee. Have each student sign for books received.
- Keep a record of books rented by each student



- Develop an ethical school book policy which focuses on maintenance, book care and respect for school books...and property. Have a strict replacement policy if school books are damaged or lost.
- Collect books at the end of the year, make sure all are accounted for and return the textbook inventory to the student, issue re-ordering forms.
- Keep a meticulous record for all books.
- Compile new book list...negotiate with publishers and suppliers

The senior management of the school is ultimately responsible for the overall school book rental fund and school book rental schemes.

7. Consider the implementation of scheme

- Who will have overall responsibility for the administration of the scheme?
- Which books or subjects will be included in the scheme?
- Who will purchase books?
- How will books be identified – school stamps, labels or barcodes?
- Who will be responsible for the cataloging and distribution of books?

- Who will be responsible for the covering, repair and replacement of books?
- What system will be used to collect the books at the end of the year?
- What procedures will be followed if books are damaged or lost?
- If books can be reconditioned by Ryco, is that an option?
- What special storage arrangements over the summer will be put in place and insurance needs to be considered?
- What will happen to books that are no longer required by the school?

8. Budget

The most crucial decisions will be around the budget how to fund the SBRS. It is advisable to contact schools with an efficient SBRS and ask for their advice. Some larger schools even use a bar code system in conjunction with Rhino 1 book covers. The barcodes placed under Rhino book covers are both secure and protected.

Factors to be considered:

- Source of funding to buy a stock of books.

- What yearly rental charge is levied?
- Is it the same for all classes/for all pupils?
- How often is this charge reviewed?
- What procedures are followed if the fee is not paid?
- What arrangements are made for children eligible under the Aid for School Books Grant Scheme? (Refer to relevant circular)

9. Is it time now for Ireland to have SBRS in all schools?

The Minister for Education is encouraging all schools to introduce a SBRS.

- Is your school considering the introduction of a SBRS?
- Has the time come for this initiative to be introduced into every school in Ireland?
- Do the majority of parents want a solution to the costs of school books?
- What are the benefits/drawbacks related to the scheme?
- Is a consultation process necessary?
- What view does the Board of Management have?
- Is it feasible to introduce a pilot scheme?
- What are the likely outcomes if a school book rental scheme is not introduced?
- Given the current economic climate, will some children become excluded and alienated from education if a solution is not found regarding the costs of books?

Join our **Facebook** campaign to support national SBRS, simply log in to Facebook and search for “**Ireland Needs School Book Rental Schemes**” and leave your comments.

10. Evaluation

- How often will the scheme be evaluated?
- What criteria will indicate that the scheme has been successful?
- Who will be involved in the review?

11. What are the benefits?

If there is broad agreement to a SBRS in your school... **the main benefits are:**

- Significant savings to parents
- Bulk purchasing discounts will be available as mentioned by Minister Quinn
- Books will be available in the school from the beginning of the school year.
- If school books within the SBRS are properly protected and covered with durable and tough book covering materials such as Rhino book covers (visit: www.ryco.ie) ...this will reduce the likelihood of damage to school books....and reduce the amount parents or SBRS's have to pay to replace damaged books.
- No queuing in shops.
- A wider subject choice for children who would not be restricted by budget limitations.





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