

Sampling Requirements

Samples of instructional materials submitted for review are due to the Utah State Office of Education by **August 28, 2009**. Samples must be clearly labeled as "OFFICIAL ADOPTION SAMPLES," marked with the content area for which they have been submitted and addressed as follows:

Utah Instructional Materials Adoption
Utah State Office of Education
Instructional Materials Center, Room 26
250 East 500 South/PO Box 144200
Salt Lake City, Utah 84111

Publishers must specify "INSIDE DELIVERY TO ROOM 26" instructions to mail and freight companies for all samples sent to the Utah State Office of Education. Samples will not be returned to the publisher and must be sent free of charge.

NOTE: If you send your samples by US Mail you **MUST** send it to PO Box 144200 and change the zip code to 84114-4200

A. Text Materials

1. Individual Titles - **Three copies** of the **student edition** and **three copies** of the **teacher edition**, along with **one copy of the listed ancillary materials**.
2. Series - **One copy** of each main title and related ancillary materials.

B. Software, CD-ROMS, Multimedia & Online Curriculum

1. One copy of main software title or multimedia program along with any available ancillary materials. For online programs you must send 3 copies of the instructions/passwords for accessing your program.
2. Software or online material publishers are requested to send information or catalogs about the software or multimedia program to each member of the Utah State Instructional Materials Commission. Commission members reserve the right to request sample copies of material from publishers.

C. Instructional Materials Commission

The publisher must send one additional copy of the material submitted for review to each member of the Utah State Instructional Materials Commission by **August 28, 2009**. Samples to the Commission should also be sent free of delivery or freight charges. **Please let your freight companies know that they are required to deliver the samples inside the building. Commissioners reserve the right to refuse delivery of material if asked to pay shipping charges or if the shipping agent refuses to move the material to the specified indoor location.**

PLEASE CHECK THE WEBSITE FOR ADDRESSES OF COMMISSION MEMBERS:
<http://www.schools.utah.gov/curr/IMC/commission.htm>.

Please send all of the components of a program at the same time and in the same carton to help the Commission more easily organize and evaluate the materials.

D. Samples to Colleges of Education

The Utah State Office of Education has joined together with the Universities and Colleges of Education in an effort to establish an instructional materials resource center for education students. Publishers are requested, but not required, to participate in sending samples to the Colleges of Education. Publishers, who wish to participate in this program, please send one copy or a representative sample of materials to each College of Education listed at the following website:
<http://www.schools.utah.gov/curr/IMC/colleges.html> .