

# Form B

STATE OF \_\_\_\_\_

## STATEMENT OF PUBLISHER SUBMITTING BOOKS FOR ADOPTION

One copy of this form signed by an official of the publishing company submitting books for adoption must be attached to the inside front cover of at least one official sample textbook submitted, plus additional copies when requested by the adopting agency.

Name of Publisher: \_\_\_\_\_

Address: \_\_\_\_\_

Title offered for adoption: \_\_\_\_\_

Copyright and edition: \_\_\_\_\_ ISBN: \_\_\_\_\_

### CLASS OF TEXTBOOK:

A \_\_\_ B \_\_\_ C \_\_\_ D \_\_\_ E \_\_\_ F \_\_\_ AA \_\_\_ BB \_\_\_ CC \_\_\_      College \_\_\_ Meets MSST  
Grades 9–12 only, Class I \_\_\_ Class II \_\_\_      College \_\_\_ Meets with approved deviations (p. 9)  
College \_\_\_ Does not meet MSST

### PAPER:

Basis weight \_\_\_\_\_ lb

### PRINTING:

Printing Symbol: \_\_\_\_\_

Margins: Back: \_\_\_\_\_"    Head: \_\_\_\_\_"    Front: \_\_\_\_\_"    Foot: \_\_\_\_\_"

### BINDING:

Number of pages (total): \_\_\_\_\_    Pages per signature: \_\_\_\_\_    Bulk: \_\_\_\_\_"

Trim Size:      Width: \_\_\_\_\_"      Height: \_\_\_\_\_"      Endsheets: \_\_\_\_\_ lb

Inserts:      Number and kind: \_\_\_\_\_

Method of attachment: \_\_\_\_\_

Transparent overlays:      Number and kind: \_\_\_\_\_

Method of attachment: \_\_\_\_\_

Reinforcements:      Visible drill joints: \_\_\_\_\_      Concealed muslin joints: \_\_\_\_\_

Binding methods: Sewed: \_\_\_\_\_      Stitched: \_\_\_\_\_      Adhesive: \_\_\_\_\_

Wires: Side: \_\_\_\_\_      Saddle: \_\_\_\_\_      Mechanical: \_\_\_\_\_

Lining up: Supers: Number: \_\_\_\_\_      Headbands: \_\_\_\_\_      Tightback: \_\_\_\_\_

### COVERS:

Cover boards:      Thickness in points: \_\_\_\_\_

Cover material:      Non-woven: Type II: \_\_\_\_\_      Type III: \_\_\_\_\_

Woven fabric group designation: \_\_\_\_\_

Non-consumable softcover texts, Class AA: \_\_\_\_\_ BB: \_\_\_\_\_ CC: \_\_\_\_\_

Other: \_\_\_\_\_

Cover graphics: Lithographed: \_\_\_\_\_ Screened: \_\_\_\_\_ Stamped: \_\_\_\_\_ Other: \_\_\_\_\_

Cover top coating: \_\_\_\_\_

### SPECIAL FEATURES

The undersigned publisher submitting the textbook stated herein certifies (on the bases of tests of materials in their original conditions and in respect to the mechanical specifications employed in manufacture) that the filed sample conforms in every respect to the *Manufacturing Standards and Specifications for Textbooks* in the state of \_\_\_\_\_ with the exception of the following: (explain deviations fully below or on a separate sheet).

Revised 12/2019

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**Form B** (continued)

**Warranty of Publisher**

The undersigned publisher agrees, in the event the contract for supplying the textbook listed herein is awarded to it, the following:

<p>Official sample conforms; materials supplied will conform.</p>	<p>1. The official sample conforms to or exceeds in every particular the <i>Manufacturing Standards and Specifications for Textbooks</i> including applicable temporary, supplemental adoptions and amendments, and that all copies subsequently furnished under such contract will be identical to or the equivalent of the official sample and will likewise conform to or exceed these same specifications.</p>
<p>Official sample does not conform; materials supplied will conform</p>	<p>2. Although the official sample deviates in certain particulars delineated herein from the <i>Manufacturing Standards and Specifications for Textbooks</i> including applicable temporary, supplemental adoptions and amendments, all copies subsequently furnished under such contract will conform to or exceed every specification.</p>
<p>Official sample conforms except for stated deviations; texts supplied will conform except for stated deviations</p>	<p>3. The official sample conforms or exceeds every specification of the <i>Manufacturing Standards and Specifications for Textbooks</i> including applicable temporary, supplemental adoptions and amendments,, except for those deviations expressly delineated herein, and all copies subsequently furnished under such contract will be identical to or the equivalent of the official sample and will conform to or exceed every specification of the <i>Manufacturing Standards and Specifications for Textbooks</i> including applicable temporary, supplemental adoptions and amendments, except for those expressly delineated and accepted by the adopting agency.</p>
<p>Official sample does not conform; texts supplied will not conform</p>	<p>4. Neither the official sample nor copies subsequently furnished under such contract will conform to any particular specification of the <i>Manufacturing Standards and Specifications for Textbooks</i> including applicable temporary, supplemental adoptions and amendments, although all copies furnished under such contract will be identical to or the equivalent of the original sample.</p>

The undersigned publisher agrees to be bound under Clause One , Two , Three , and Four of this warranty. The publisher shall furnish to the state for appropriate testing, when requested, samples of materials used in this publication.

Signed \_\_\_\_\_  
Name \_\_\_\_\_  
Title \_\_\_\_\_  
Company \_\_\_\_\_  
Date \_\_\_\_\_

## Interpretations to Form B

**Question:** *Should a Form B be filled out for a dictionary?*

**Answer:** The Form B should be filled out for a dictionary or special purpose (reference) book even though there are unavoidable deviations from *Manufacturing Standards and Specifications for Textbooks*. Lighter weight paper is permissible and is not a deviation.  
2/20/70

**Question:** *Class F books are not subject to NASTA specifications. Must Form B be filled out?*

**Answer:** Yes. Consumable softcover textbooks (specifications, p. 13) are Class F books and are subject to margins (p. 17) and use of the label (p. 18) only. Workbooks, etc. are also Class F books but are not subject to any of the published specifications. The sample submitted sets the standards for paper, margins, endsheets, cover material, sewing and stitching, etc. These should be entered in the proper places on Form B.  
7/19/71

**Question:** *The classes differ in the tables on pages 37 and 38. What class should be used in Form B?*

**Answer:** Use the capital letters only on these pages. The numbers are subdivisions within the classes such as A-1, A-2, E-1, E-2, etc.  
2/3/75

**Question:** *If softcover is used instead of a hardcover, is the deviation for cover required in Form B the only deviation which must be listed?*

**Answer:** No. All deviations must be listed.

**Question:** *A publisher used "C" or "C-1" cloth for the first printing of an adopted title. May it substitute specification grade non-woven for book cloth on reprints without filling out a new Form B?*

**Answer:** Pages 54 and 55 state that non-wovens "may be used interchangeably with cloth" and list Manufacturers Group B, C, and C-1 cloth. Interchangeability implies equivalency. Thus, they are equivalent under the wording on page three, and Form B need not be resubmitted in changing from a cloth to a non-woven.  
7/27/77

**Question:** *We have a 7½" x 9¼" book. Can we reduce the height to 9⅞" on a reprint? All MSST specifications are met.*

**Answer:** No. Your warranty states that all books supplied will be identical to or equivalent to the sample. You must get the approval of the adopting agency to make the change. Explain that you are not asking for the deviation of a specification.  
7/27/77

**Question:** *May I use a non-specification cover material for sample books? The regular edition will use specification material. The book is used in high schools.*

**Answer:** A non-specification cover material may be used for the sample submitted. Form B should be filled out noting the proper specification material on the first page with an explanation indicating the deviation on the sample. Page two of Form B should then indicate that the publisher agrees to be bound under Clause Two of the warranty to which the official sample does not conform, but texts supplied will conform to the MSST.  
7/22/85  
#141

**Question:** *Is a non-conforming tip-in a deviation that must be listed and accounted for under your Form B Warranty, i.e., a necessary disclosure for a publisher to make when bidding for the sale of textbooks?*

**Answer:** If a non-conforming tip-in were to be used in a book submitted for adoption to a state requiring bids, the deviation would have to be listed on the Form B Warranty.  
2/6/89  
#159

**Question:** *We are publishing consumable softcover texts which fall into Class F of the present published specifications—i.e., sample submitted sets specifications. If the texts supplied under contract are identical to the official sample, do we check #1 or #4 under the Warranty of Publishers for submission to the adopting state?*

**Answer:** If all copies furnished under the contract are identical to or equivalent to the original sample, check #4 under Warranty of Publisher. The checking of #1 would apply only if the official sample conformed to or exceeded in every particular in the MSST. In most cases, a Class F book, by definition, could have a completely different set of specifications than those designated under the MSST.

7/25/94  
#182

Furthermore, checking #1 might mislead the adopting state into believing that the Class F book conforms to all the listed specifications in the MSST, whereas the publisher has only followed the Warranty procedures rather than the listed specifications.

**Question:** *We are reprinting a high school textbook, and we wish to change the paper for the text and substitute a different sheet in place of the original sheet. Is it necessary to submit new samples and a new Form B if a different sheet is substituted for the original?*

**Answer:** If the new sheet conforms to or exceeds the paper specifications as outlined under “Paper Requirements-General” on page 28 of the MSST, it would be deemed equivalent to the original material and could be substituted for that material without a new Form B or new sample being submitted. On the other hand, if the new sheet does not meet all of the specifications as outlined on page 28 of the MSST, a new Form B and new samples would have to be submitted to the state.

7/24/95  
#184

**Question:** *Where can you find the manufacturing specifications for grades 9–12, and how is Form B filled out to cover this? There are no specifications for paper, board, or cover material in the MSST for high school books, except for the category “sewing and stitching.”*

**Answer:** Use the same classes for specifications that are used for elementary books, namely, A, B, C, D, E, or F. In filling out Form B, check both the Class I and Class II, as well as A, B, C, D, E, or F. It has been customary to use these classifications for both elementary and secondary school books, except if otherwise specified in the MSST.

7/28/97  
#188