

[Type here]



**Textbook Depository
Procedure Handbook
External**

[Type here]

TABLE OF CONTENTS

ORDERING TEXTBOOKS	3
ADOPTIONS	4
RETURN OF TEXTBOOKS/LIBRARY BOOKS	5
REBIND OF TEXTBOOKS	5

[Type here]

ORDERING TEXTBOOKS/WORK BOOKS

Textbook depository is responsible for the distribution of textbooks throughout the District. Textbook Depository cannot fulfill requests for additional textbooks without the approval of content specialists. All requests for textbooks need to be submitted on the textbook request form:

<http://www.mpsaz.org/library/textbooks/form/>

The information below is what you will need to complete the form.

Request Form

Name:

First

M.I.

Last

Email:

School or Department:

1. District Phone

2. Textbook Information

Title

ISBN

Grade Level

Catalog Number

Number of Copies Needed

[Type here]

3. Reason For Request

- Increase In Enrollment
- Loss Or Damage
- New Courses Offered at Our Site
- Consumable Materials
- For use with special education students. (Regular education materials only)

4. Additional Information Pertaining to the Textbook Request

If ordering numerous items such as teacher resource that accompany the T.E, please include the items and the order information below.



Please **select a recipient below** to ensure the request is routed to the proper person.

Select Recipient:

-- Please select a recipie ▾

Submit

If you need addition information in filling out the request, you can go to Textbook Depository webpage and click on the appropriate catalog.

<http://www.mpsaz.org/mdc/textbook>

Once curriculum approves the request, textbook depository will fulfil the order. Orders are typically filled within 24-48 hours.

NEW ADOPTIONS

New adoptions are approved and distributed by the content specialists. Once an adoption is approved, the content specialist will assign the number of books for your campus. The distribution of books will be automatically be sent to your campus. If additional books are needed, you will need to contact the content specialist for approval.

[Type here]

RETURN OF TEXTBOOKS/LIBRARY BOOKS

Barcoded textbooks must be scanned out and transferred to textbook depository. All accountable books should be kept separate and labeled “accountable textbooks”.

ONLY ITEMS ORDERED THROUGH TEXTBOOK DEPOSITORY AND LIBRARY BOOKS SHOULD BE RETURNED TO TEXTBOOK DEPOSITORY. ALL OTHER ITEMS, I.E. DIBELS, FORMS, CALCULATORS, MISC., SHOULD BE PUT ON A SEPARATE MDC/TEXTBOOK DEPOSITORY WORK REQUEST AND SENT TO MDC.

http://www.mpsaz.org/mdc/textbookdepo/files/mdc_work_request_fillable2.pdf

Below are the instructions for textbook transferring and receiving at your site:

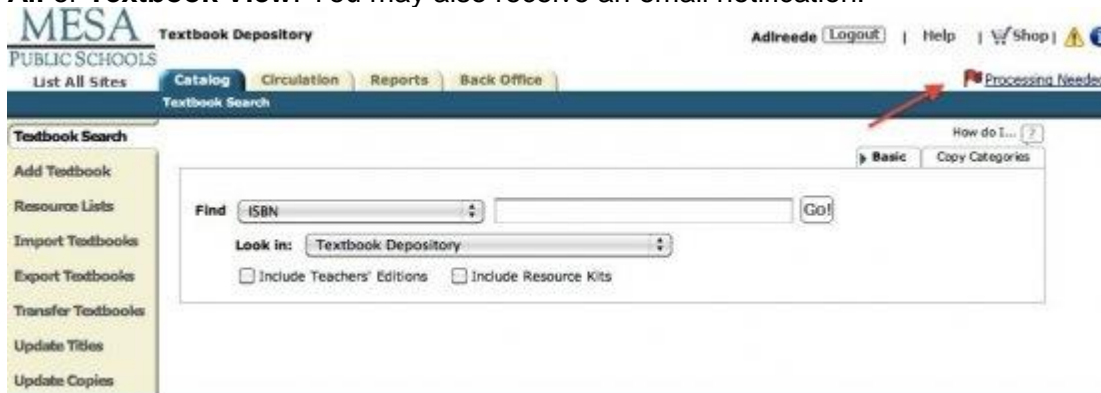
Transfer Textbook Copies to Another Site:

Transfers are initiated by MPS content specialists. Bookstore Managers and Resource Center Specialists will receive an email from a content specialist with a request for textbooks to be transferred.

Under the **Catalog** tab in **Textbook View**, go to **Transfer Textbooks**, choose the **Upload** tab. Select the Receiving Site and scan in barcodes, click on **Transfer** to complete the process.

Receive Textbook Copies from Textbook Depository:

When books have been transferred to your site, you will be notified by the **Processing Needed** flag in **View All** or **Textbook View**. You may also receive an email notification.



Click on **View** to see the incoming textbooks or under the Catalog tab go to **Textbook View** and click on **Transfer Textbooks**, choose the **Track** tab

When the textbook items have arrived at your site, they are to be delivered to the Bookstore or the Library Resource Center. The Bookstore Manager or Resource Center Specialists will verify the textbook count. Once the counts are verified click on **Receive All**. If items are missing, each textbook may be scanned separately to Receive only the items delivered.

REBIND OF TEXTBOOKS

- Barcoded textbooks needing to be rebound must be scanned out and transferred to textbook depository. All rebound books should be kept separate and labeled “rebind textbooks”.
- If you are needing replacements for your rebinds, let textbook depository know immediately and they will be send replacements if available.
- If replacements are not available, once the rebinds are returned from the vendor the books will be returned to the school.
- Note on the return form if you don't need the books replaced or returned after binding.