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Section 1: Roles and Responsibilities

Governing Board Policy IIAB states, “Principals, bookstore staff, resource center specialists, department chairs, teachers, and students all play important roles in textbook management on a school campus and will be held responsible for textbook management.”

Administrative Regulation IIAB-R describes the responsibilities as follows:

School Principals are ultimately responsible for textbook management on their campuses. Management includes implementing procedures for distributing textbooks, conducting annual textbook inventories, placing textbook orders, and collecting fines for textbooks that are lost or damaged.

Teachers and other staff members are responsible for assisting with textbook management. Their responsibilities include assisting with the annual physical inventory, checking books in/out to students, and adequately safeguarding textbooks in their possession. At the end of the school year or when leaving district employment, teachers must return the textbooks and teacher materials assigned to them and must notify the designated school official regarding lost or damaged textbooks and teacher materials.

Teachers must make reasonable efforts to monitor and secure the classroom set of textbooks and to determine whether textbooks assigned to students are returned in a satisfactory condition. Teachers and other staff members will be required to pay for teacher edition textbooks and other teacher materials assigned to them for personal use that are lost or damaged, excluding normal wear and tear.

Students must ensure proper care and use for all textbooks used by the student; return textbooks at the end of the school year, course, or time of withdrawal; and reimburse the school for any lost or damaged textbooks issued to the student (including classroom set copies), excluding normal wear and tear.

Textbook Responsibilities

- Designate a Textbook Management Team to determine procedures and responsibilities for handling textbooks
- Complete yearly inventory to account for lost textbooks
- Monitor reports of lost books and fines
- Pay for lost/damaged textbooks
- Complete yearly inventory to account for lost textbooks
- Monitor textbook set assigned to the classroom
- Establish expectations for students to return textbooks
- Assist with physical inventory of textbooks
- Designate a Textbook Management Team
- Monitor reports of lost books and fines
- Pay for lost/damaged textbooks
- Complete yearly inventory to account for lost textbooks
- Monitor textbook set assigned to the classroom
- Establish expectations for students to return textbooks
- Assist with physical inventory of textbooks

Designating a Textbook Management Team

School Principals will establish the expectation that everyone is responsible for supporting textbook management. To convey responsibilities to staff members, it is suggested that a team be formed to develop expectations and procedures most conducive to the site.

Team members include an administrator, representatives from each department, the bookstore clerk/manager, and the resource center specialist (junior high). Members should expect to provide staff members with specific directions and support for circulating textbooks and conducting a yearly textbook inventory.
Section 2: Textbook Management

Governing Board Administrative Regulation IIAB-R indicates the district’s textbook management system is based on the following general concepts:

- Textbooks are district property.
- Textbooks must be adequately secured.
- All currently adopted textbooks must contain a unique identification number/district bar code label.
- Textbooks must be tracked through the applicable tracking system. This includes the movement of books to and from the school and the Textbook Depository.
- The Textbook Depository and the Curriculum and Instruction Department are responsible for establishing specific policies and procedures for managing the textbooks throughout the district and for ensuring that all schools, departments, and students adhere to the requirements.
- A school will request textbooks through the school’s textbook management team following the district’s procedures.
- The district will hold the parent or student responsible for the loss or damage of textbooks assigned to the student for personal use.
- The district will hold teachers responsible for instructional materials assigned to them for their personal use.
- Annually, each school and the Textbook Depository will take a complete physical inventory of the currently adopted textbooks located on its campus/site. The Textbook Depository and the Curriculum and Instruction Department will establish guidelines for the inventory process and reporting of inventory results.

Storage
As district property, extra textbooks may not be stored on a school’s campus. Surplus district adopted materials must be boxed and transferred to the Textbook Depository. Textbooks not checked out need to be stored in a secure location that is not readily accessible to students or teachers.

Barcodes
Currently adopted textbooks will arrive from the warehouse with a 14 digit barcode attached to the back cover in the upper left hand corner. Should the barcode be removed, a small sticker with the barcode number is also placed on the title page. When needed, additional textbook barcodes can be requested from the Textbook Depository.

Textbook Request Forms
When additional textbooks are needed to accommodate class or course enrollment, a Textbook Request must be submitted by the department chair or by a member of the school’s textbook management team. The form is available online at www.mpsaz.org/library/textbooks/form. Submitted forms are approved by content specialists and forwarded to the Textbook Depository for processing.

Tracking Textbooks
When additional textbooks are sent to your school from either the Textbook Depository or from another site, they must be electronically “received” through Destiny Textbook Manager. Bookstore or library personnel must handle all textbook deliveries to accurately account for the additional inventory. Likewise, textbooks sent from your site must be electronically “transferred” by bookstore or library personnel.
**Student Textbook Circulation Policies**

Governing Board Policy IIA indicates, “The Governing Board shall provide required textbooks, related printed subject matter materials...in grades kindergarten (K) through twelve (12).

**Textbook Circulation Procedures**

A school’s Textbook Management Team will establish procedures for circulating textbooks/materials effectively and efficiently to students at the beginning and end of the school year. Department chairs will collaborate with bookstore or library personnel to schedule classes for check out/in of student books.

It is especially important to establish circulation procedures for students entering and exiting school during the school year. To assist bookstore/library personnel with inventory control and to limit textbook loss

- Registrars should have access to Destiny Textbook Manager to notify parents/guardians immediately of textbooks checked out by the student.
- Teachers should also inquire whether a new student has a textbook(s) checked out from another school.

To ensure an accurate accounting of textbooks, textbooks and teacher editions are to be scanned and checked out to the teacher at the beginning of the year. During the inventory process at the end of the year, textbooks will be checked in. Textbooks should not be renewed from one year to the next.

**Classroom Sets**

Student textbooks checked out to teachers are for classroom use only. Although teachers will not be held financially responsible for textbooks lost from the classroom they are expected to develop a system for which all textbooks are regularly accounted for.

**Teacher Edition Materials**

One set of teacher materials for each course taught are checked out to the teacher.

**Fines**

Governing Board regulation IIAB-R indicates the following:

- Students must reimburse the school for any lost or damaged textbooks issued to the student (including classroom set copies), excluding normal wear and tear.
- Students failing to return their assigned textbooks forfeit their right to free textbooks until the applicable fine is paid. If a textbook is not returned or the applicable fine paid, the district may withhold grade cards, disallow participation in commencement exercises or other extracurricular activities, or pursue other actions as authorized in Governing Board regulation JNA-R.
- If a student fails to return the book or pay for it, the school will allow the student to use the textbook(s) at school during the day, but not outside of class.
- Teachers and other staff members will be required to pay for teacher edition textbooks and other teacher materials assigned to them for personal use that are lost or damaged, excluding normal wear and tear.
- Monies will be collected for textbook loss and damage. Books are considered damaged if they are defaced in any manner, making the book unusable, excluding normal wear and tear.

The fine for a lost textbook is the replacement cost indicated in Destiny Textbook Manager. Replacement costs are updated annually by the Purchasing Department. School principals may reduce or waive fines upon receiving a completed Request for Lost/Damaged Textbook Fine Waiver form (IIAR-R-F).
Section 3: Textbook Inventory

District-wide Inventory
Mesa Public Schools’ textbooks are district property and are tracked through Destiny Textbook Manager. A thorough inventory is to be conducted once a year to maintain an accurate record of textbook availability. Since textbooks are not assigned to a specific site, it is imperative that every school participates in the district inventory to ensure textbooks that have accompanied students to new schools or have otherwise been found their way to a new site, bookshelf, closet, desk, etc. are accounted for.

Establish Procedures for Inventory
The result of your site’s inventory procedures being every textbook barcode is scanned. As your Textbook Management Team puts a plan in place consider how to systematically scan teachers’ editions, sets assigned for classroom use, barcoded materials located within department offices, textbook rooms, storage areas, etc.

Consider who will be responsible for locating the materials and making them readily accessible, for arranging them so they can be scanned with minimal lifting and turning, and for scanning the barcodes.

Consider when items will be scanned. Plan to have all textbooks from students, teachers, and classrooms/offices scanned and accounted for prior to the last day of school.

Bookstore clerks/managers or resource center specialists will manage the inventory through Destiny Textbook Manager. As the inventory is conducted, they will upload data and monitor the progress of the inventory. It will be necessary to prepare a variety of reports to indicate which items are still missing from the inventory. Consider where those materials might be located. Plan for someone to locate and scan missing items.

Convey Inventory Procedures to Staff
The primary purpose of a district-wide inventory is to obtain an accurate accounting of textbooks on each school campus. In scope, we will scan 421,274 textbooks worth $20,955,361. Our current reports indicate a total 13,578 textbooks worth $677,360 are marked lost. The inventory will either confirm or rectify those numbers. As you share your inventory procedures with staff, please help them understand the scope, significance, and purpose of the task.

Textbook Inventory Timeline

- On May 1st the district Library Services Specialist opens the textbook inventory that allows schools to begin their inventory process.
- The physical inventory on each campus should be completed by the last day of school.
- Inventories must be finished and a report indicating the Unaccounted for Copies submitted to site administrators within one week of the students’ last day.
- Library Services will review each site’s inventory and mark Unaccounted for textbooks and teachers’ materials Lost.
- Each site’s inventory will be finalized and the district textbook inventory will be closed within two weeks of the students’ last day.
- The library services specialist will notify district superintendents of each site’s textbook inventory results by mid June.
Section 4: Inventory Protocol and Procedures for Bookstore and Library Personnel

Opening the District Inventory
Go to Textbook Manager > Back Office > Inventory
Your site has been assigned to a district textbook inventory

Do NOT Start New inventory. The district inventory is In-Progress and is ready for you to begin scanning.

Inventory Protocol
District inventory specifications
- Only textbooks and materials with barcodes are included in the inventory.
- Student texts and teacher editions/materials are included in the inventory.
- Textbook copies that are currently checked out are Unaccounted for.
- Checked out textbooks will be checked in when scanned. This is true only when using a scanner attached to the computer as .txt files are not checked in when uploaded to inventory.
- Textbook copies that are Lost, In Transit, or Out for Repair are Accounted for.

Scanners
Your barcode scanner or a wireless scanner may be used to enter inventory data.

Every site was provided a wireless scanner and is responsible for the replacement if it is broken, lost, or stolen. Directions for using the wireless scanners are located on the Library Resource Centers website at http://www.mpsaz.org/library/specialist/help.

Upload Scans to Account for Each Barcode

Best Practices
- To check in textbooks, scan student textbooks with your wired scanner. Watch the screen to ensure the scan was processed and the student returned the correct textbook.
- Upload wireless scans to inventory frequently.
- Change the name of the .txt files to reflect the scans.
- Save all files in an inventory folder.
Scanning Copy Barcodes vs. Uploading Barcode Files

It is likely you will use both types of scanners to complete your inventory. However, Destiny Textbook Manager will handle the information differently depending on how the barcode is inputted.

When **scanning copies directly into Inventory** using the wired barcode reader

- An alert message appears at the top of the main Inventory page if there is a problem
- The copy status of any **Lost** textbook is changed to **Available**
- To view a list of barcodes scanned run the reports on the Progress Details page in Inventory

**Monitor your screen for prompts to address issues as they arise.**

When **uploading a .txt file of scans into Inventory** from a wireless scanner

- **Lost** copies remain **Lost**
- Checked-out copies remain checked out
- To view a list of barcodes scanned in each .txt file open the Inventory Job Summary report in Job Manager

**Monitor Inventory Job Summary Reports to address issues with each upload.**

### Important to Know…

To check in AND inventory textbooks at the same time, upload the .txt file to Offline Circulation rather than Inventory.

Offline Circulations will touch Inventory, but Inventory does not touch Offline Circulations.

### Inventory Job Summary Reports

Destiny makes an entry in the Job Summary for every barcode number in the uploaded .txt file. For most accurate results preview the job summary report and satisfy exceptions immediately.

Exception: “Skipped: Barcode <number> not found”
Solution: Add the copy to the textbook collection

Exception: “Barcode <number> has been accounted for, but is currently checked out and has a due date of <date due>”
Solution: Enter the barcode on the main Inventory page or Check In Text page

Exception: “Barcode <number> is currently marked Lost”
Solution: Enter the barcode on the main Inventory page or Check In Text page

**Reminder:**

There is not a Job Summary Report for barcodes scanned directly into inventory using the wired barcode reader

### Important to Know…

A textbook barcode is not assigned to a location or school. If a textbook is marked **Lost** at School A and is scanned during inventory at School B, the book is marked **Available** at School B and disappears from School A’s inventory.

It is not necessary to transfer a student’s textbook back to the school from which it was checked out.

If a textbook is found without a barcode on the back cover or the inside sticker, attach a barcode and add the copy in Destiny Textbook Manager.

If a barcode has been removed, edit the copy by assigning a new barcode. Attach the barcode to the back cover and replace the inside sticker.
Section 5: Monitoring Your Inventory
Bookstore and Library Personnel

Monitoring Inventory Progress
Go to Back Office > Inventory

Use % Complete to monitor how much of your textbook collection has been inventoried.

Use See Details or Run Report to monitor barcodes, titles, copy status (if checked out or lost, the status includes the patron name attached), and last seen dates.

Monitoring Lost Books and Fines
Go to Reports > Textbooks > Lost Textbooks and Fines

Click on Copies: <number> to view title, barcode, date marked lost, and if it was checked out, patron, current site, and fine amount.

Monitoring Textbook Check-out by Teacher (JH/SH)
Go to Reports > Textbooks > Class List
Monitoring Textbook Checkouts by Teacher (Elem)
Go to Reports > Patron > Current Checkouts/Fines

OR

Go to Reports > Patrons > Current Checkouts/Fines to identify and send notices to students with overdue or lost textbooks
Section 6: Finishing Your Inventory
Bookstore and Library Personnel

Once every textbook on campus has been scanned and inventoried, you are ready to provide your administrator with an inventory report of textbooks/materials not found.

Copies that are Unaccounted for
Go to Inventory > In Progress Inventories > Program Details

Your textbook inventory is finished. Click Finished and confirm that you are done with your part of the inventory.

Library Services will finalize your inventory and mark Unaccounted for materials Lost.

Lost reports will be submitted to curriculum and area assistant superintendents.