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Think Ahead: Prep Now for Easier Textbook Distribution Next Year

Ending the School Year on the Right Note Puts You One Step Ahead

We know you can't wait for summer to start, but this is a critical time of year to take the right steps to prepare for a smooth textbook distribution process for next school year.

As you approach the end of the school year, complete these key tasks to protect the significant investment your district has made in your textbooks. These tasks will help ensure that your textbooks are collected and stored properly, that any outstanding obligations for teachers or students are properly captured, and that Destiny Textbook Manager is ready to go for next school year.

1) Collect and Check In All Textbooks

- Make sure you have collected all textbooks from students and teachers and checked in the items. If you have teachers or students who are leaving the district, it's especially critical to get the textbooks from these individuals.
- Check the condition of items and ensure they are clean and ready to go for next year. Look over the items for damage and assess fines as needed based on the policies in your district.
- If you have distributed class sets to teachers and made those items due at the end of the year, you may need to renew the items.
- Ensure that all books are organized and stored in a secure area to support distribution next school year.

2) Run Reports to Identify Any Outstanding Obligations

- It's best to complete textbook collection while students are still in school so that you can follow-up directly with students that have outstanding obligations after the initial collection is complete.
- Run Class List reports or Checked Out/Overdue Materials and Unpaid Fines reports to identify books that were not returned. The Class List reports are useful if you loaded in class schedules from your student information system or if you used Checkout By Class to distribute textbooks. These reports are organized by teacher/class and will list any students that still have textbooks checked out. The Checked Out/Overdue Materials and Unpaid Fines reports are typically organized by student and also can be used to identify students with overdue textbooks and/or outstanding textbook fines.
- Use these reports to try to get as many overdue books back as possible before students or teachers leave for the summer. Fines and outstanding obligations for textbooks will stay in the system and this information will be available when the books are distributed again next school year.
- You can also use the Checked Out/Overdue Materials and Unpaid Fines reports to produce letters (notices) that go home to parents to communicate outstanding obligations.

3) Perform a Physical Inventory

- Once you have all of your items checked in, you can use the Inventory function to determine if there are discrepancies between the online and physical inventory.
- An inventory process requires the scanning of all textbooks – so you would need to plan for the time required to complete the inventory. This is the best way to ensure the system

accurately reflects your true physical textbook inventory. Any item that can't be located (accounted for as part of the inventory) will be set to a status of Lost by the process.

4) Prepare Destiny Textbook Manager for Next Year

- If your student data is being provided by an automated interface to your student information system, student data will be automatically updated (for transfers and new students). You may want to delete (or set to Inactive status) any students who have left the district.
- Make sure that any new teachers are added to the system before textbook distribution next year.
- Delete any obsolete books (books that have been removed from the physical inventory, or out-of-adoption books) from the system.
- Load or enter data for any textbooks. Make sure you have an adequate supply of barcodes for the next school year.
- Load or enter new class schedule data and textbook/class association data.
- Review the transfers in the system and delete any completed transfers.
- Review the job manager and delete any unneeded jobs.
- Add new loan periods to support distribution next year.
- Review the setting for how long items remain overdue before they are automatically set to lost (Back Office | Textbook Policies | Loan Policies | Edit Policies | Overdue to Lost)

Destiny Textbook Manager users may access the Destiny Online Help system to get more information on any of the tasks listed here. And if you're not using Destiny to automate your textbook management, be sure to check out our complimentary recorded textbook management Webinars at www.FollettSoftware.com/Webinars.

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