**Adams 50 Follett Textbook Manager Roles and Responsibilities**

**District Roles**

**District Library Media Leader**

* Ensures student information is downloaded from Infinite Campus to Destiny
* Maintains, adds and deletes schools
* Sets up district-level and building-administrator users
* Sets Destiny Textbook Manager and Library Manager policies for the district.
* Runs reports across the district.
* Communicates department, building and district wide TM issues and trends to Learning Services Directors.
* Works with Learning Services Directors and building administrators to identify textbooks in adoption and disposition of materials out-of-adoption.
* Guides warehouse, DIRC and schools on the best method of handling surplus curriculum materials.

**DIRC Office**

* Barcodes and enters textbooks into Destiny.
* Facilitates textbook transfers through textbook contacts and principals.
* Support inventories for schools.
* Maintains textbook and patron database integrity.
* Answers help desk (software) requests in coordination with District Library Leader.
* Trains and supports textbook contacts, teachers and principals in schools.
* Annually visits each textbook contact.
* Communicates upcoming TM tasks and yearly calendar to school contacts.
* Communicates Textbook Manager issues and concerns to DLL.
* Stores textbook overflow.

**Warehouse**

* Receives textbooks and ships them to DIRC for title entry and processing.
* Manages disposition of surplus curriculum materials (overflow, out-of-adoption, etc.)
* Manages physical transfer of materials between district buildings.
* Communicates materials shipping guidelines.

**Curriculum Heads and Textbook Purchasers *District Level***

* Check Textbook system or with DIRC for available textbooks in the district
* Request transfers as appropriate
* If purchasing textbooks through p-cards, ensure textbooks are sent to DIRC for TM system entry.
* Identify surplus textbooks/curriculum materials and write work orders for materials management pick up.

**Information Technology Department**

* Create appropriate IC reports to upload student data into Destiny
* Forward Destiny related help desk tickets to Penny Wesanko

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**School Roles**

**Principal**

* Designate Textbook Contact
* Ensure building’s implementation of textbook policies and procedures
  + Textbook purchasing protocols (see Curriculum Heads and Textbook Purchasers)
  + Textbook Contact responsibilities
  + School Tasks on Textbook Manager calendar

**Textbook Contacts**

* Check out and in textbooks to teachers or students *(building level decision which to check them out to)*
* Store unused textbooks in a secure location, or supervise teacher storage of materials
* Conduct yearly inventory
* Assess, bill and collect fines for damaged or lost textbooks
* Request and conduct transfers of textbooks (going through building principals)
* Perform School Tasks on Textbook Manager calendar

**Curriculum Heads and Textbook Purchasers *School Level***

* Check Textbook system or with DIRC for available textbooks in the district
* Request transfers as appropriate (go thru DIRC)
* If purchasing textbooks via Purchase Order, ensure textbooks are received through warehouse who will then DIRC for textbook entry and bar-coding.
* If receiving P-card shipments on site, create a work order to have textbooks shipped to DIRC for system entry and bar-coding