**Adams 50 School District Instructional Materials Handbook**

*Resources Managed by Library Services*

*Page*

Instructional Resources management…………….…………………..……..…....2

Purpose of Textbook Manager…………….…………………..………………..……...2

Textbook Manager Roles and Responsibilities.………………………..…..…..3

Textbook Manager Calendar of Tasks…………………………………………………7

Contacts…………………………..…………………….…………………….………..……………9

FAQ about Destiny Textbook Manager…………………………….…………….….10

General Procedures for Textbook Manager

Checking Out a Textbook……………………………………………….……14

Checking In a Textbook…………………….………………….……….…..15

Searching for Curriculum in the system……………………………..16

Textbook Transfers……………………………………………………………….16

Purchasing Textbooks……………………………….…………….….……….17

Lost and Damaged Books………………………………………..………..…17

Fine Schedule ……………………………………………………………….………18

Refunding Fines……………….………………………………………………...…18

Disposition of Instructional Materials………………………………………………….19

General Procedures for DIRC Music and Media Resources…………..…..20

Appendices:

Appendix I: Sample Textbook Agreement

Appendix II: Process Chart

Appendix III: List of Textbook Contacts

Appendix IV: Library Manager vs. Textbook Manager

Appendix V: Destiny Textbook Manager Training Guide

Appendix VI: Destiny Music and Media Manager Training Guide

**Instructional Resources Management at Adams 50**

The District Library Media Leader, the DIRC staff, Learning Services, building principals and staff, and Materials Management work closely together to manage the instructional resources for Adams 50. Destiny Textbook Manager and Music and Media Resource Manager are the two instructional resource systems explained in this handbook. The DIRC is the center for both of these programs where both staff and related resources are located.

**Purpose of these resource management systems**

This handbook should help you understand the role you play in resource management. Destiny Textbook and Music Manager are the software programs we use to help us track and share resources. When administrators, teachers, staff and students participate in these systems, *limited resources are maximized and student achievement increases by*:

1. saving financial resources through decreasing unnecessary purchases of materials by sharing materials across classrooms and buildings;
2. using the system to view all of the curriculum resources available across the system;
3. minimizing and recouping losses through TM’s accountability tracking, and identifying and promoting best materials management practices;
4. ensuring we have the necessary curriculum materials by capturing and analyzing materials use and class size data;
5. improving forecasting through improved data.

Textbook Manager is critical to providing staff and students with equal access to a high quality, standard and viable curriculum. Textbooks and supporting instructional materials are the tools that support the achievement of standards. When we save financial resources it allows us to use them for other initiatives or materials that promote student achievement in richer and more targeted ways. **In order to realize these impacts, we need your participation!**

**Adams 50 Destiny Textbook Manager**

**Roles & 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 and communicates Destiny Textbook Manager, Library Manager and Music and Media Resources policies for the district.
* Runs reports across the district.
* Communicates department, building and district wide TM issues, policies, capabilities 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**

* 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 as needed and on an ongoing basis.
* 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 communicate disposition directions to teachers and administrators.
* Set direction on core curriculum materials to be used and disposed of across all buildings

**Information Technology Department**

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

**School Roles**

**Principals**

* Designate Textbook Contact
* Know and follow districtwide curriculum adoptions
* Ensure building’s implementation of:
  + Textbook purchasing protocols (see Curriculum Heads and Textbook Purchasers): all new textbooks need to be entered into the system.
  + Textbook Contact responsibilities
  + School Tasks on Textbook Manager calendar

**Textbook Contacts**

* Check out and in textbooks to teachers or students *(per principal’s direction)*
* 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
* Attend TM meetings and trainings

**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 ship them to the 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
* Identify surplus textbooks/curriculum materials and arrange for materials management pick up.
* Attend TM meetings and trainings

**Teachers:**

* Use TM system to search for curriculum materials as needed.
* Place requests through school’s textbook contact
* Check out and in textbooks and curriculum to themselves or their students (with the help of textbook contact or DIRC) depending on grade level and school plan.
* Report damaged or lost books to the Textbook Contact.
* When purchasing new materials, first check the TM system or call the DIRC for help with this process (Penny Wesanko x2752 or Deb Lietzan x2753), to see if materials are available. If proceeding with purchasing, follow purchasing procedures (see flow chart in Appendix II or Textbook Manager Training Guide).

**Adams 50 Textbook Manager Calendar: *many monthly items are ongoing***

**Fall/ Beginning of Semester Tasks**

**School Level:**

* Process payment of lost and damaged textbooks from previous year.
* Request transfers due to changes in enrollment and local inventory.
* Purchase textbooks as necessary and ship them to warehouse and then the DIRC for system entry and processing .
* Receive and securely store textbooks.
* Process transfer requests from other buildings.
* **Check out/in textbooks to teachers/pupils.**

**District Level:**

* **Support textbook distribution at school level**
* Facilitate/process transfer requests to and from schools.
* Materials management receives and moves textbooks between buildings.
* DIRC enters new textbooks into the system.
* DIRC/DLL support buildings with training and onsite registration support.
* DIRC/DLL resolve software and distribution issues.

**January Tasks:**

**School Level:**

* Return materials borrowed through transfer requests (ongoing)
* Set deadline for end of year check-in, deadlines for payment, inventory

**District Level:**

* Process supplemental orders and transfers for second semester, ongoing thru year.

**Spring/Summer Tasks:**

**School Level:**

* **Return materials borrowed through transfer requests, honoring due dates to home schools (ongoing)**
* Approve and submit annual textbook transfers/orders for the upcoming school year
* **Check-in and store textbooks for physical audit**
* Process payments for damaged and lost textbooks
* **Submit completed inventory by June 10th**
* Purchase textbooks as necessary and ship them to warehouse and DIRC for system entry and processing .

**District Level:**

* Distribute Year-end inventory information and worksheets to schools
* Electronically begin inventories for buildings
* **Support individual building inventories both remotely and onsite.**
* Receive, process and distribute new textbooks
* Close out school inventories and run related reports
* Process transfer requests and resolve related issues.
* Dispose of dated and damaged materials
* Manage title files and software

**CONTACTS**

**District Library Media Services & DIRC:**

District Library Media Leader Caroline Hughes 303-657-3821

**DIRC (Instructional and Music Resources):**

Textbook Manager Support Penny Wesanko 303-487-2752

Music and Media Resources Deb Lietzan 303-487-2753

\* Deb Lietzan and Penny Wesanko can assist with each other’s duties in the

absence of the primary contact.

**Learning Services** (FOSS refills) Georgia Sevinson 720-542-5081

**Director of Purchasing & Materials Management**:

Kelly Mickelson 303-428-3535

**Manager of Warehouse/Materials Management:**

Eric Hodges 720-542-5144

**Textbook Manager FAQ**

**Which textbooks and materials are in the Destiny Textbook Manager system?**

*All* textbooks, all novel sets, FOSS kits and any other materials teachers are used for teaching and learning should be in the system. The exceptions to this rule are materials in Title I resource rooms, classroom libraries and leveled book rooms.

**Do books bought with classroom or school funds have to be barcoded and entered into the system?**

Yes. Any books purchased with District funds (regardless of which building or department level account they come from) must be barcoded.

**What do I do if I find books at my building that have not been barcoded?**

Please contact Penny Wesanko at the DIRC. Depending on the number and usage of the materials, they will either ask to have the materials shipped to the DIRC or schedule a date and time when a team can go to your school and barcode the materials.

**How do I see if there is a textbook or novel set available somewhere in the district?**

You would search the Destiny Textbook Manager software. See page 14 or detailed Destiny Textbook Manager training guide in Appendix V.

**What if I find materials in the system that I would like to use?**

You would request a transfer, see pages 14-15.

**Why can’t I just call another school to get the books I need if I know they have them?**

If School A transfers books to School B without going through a Textbook Contact or the DIRC, the Destiny Textbook Manager system won’t recognize the books in School B. They will be unable to check them out to staff or students. School A will still have the books in their inventory and if any damage or loss occurs at School B, School A will be responsible for the costs.

**What if I need to purchase curriculum materials?**

You would first check to see if these materials are available in another building or in overflow at the DIRC, then follow procedures. It is quick! See page 15.

**What must be checked out and to whom?**

All textbooks and district curriculum must be checked out to either students or staff (see page 12 for details). When materials are not checked out through the Destiny system, they appear as available to all users. It prevents us from establishing accountability and capturing accurate data for forecasting.

**How do I get a scanner to check books in and out?**

Speak with your textbook contact or department head in your building. Each building has at least one scanner. Westminster high school has many scanners.

**If a student transfers from my building to another in-district school, will the checked out books automatically transfer with the student?**

Since all textbooks are first tied to the school’s inventory then to the patron, it is important that the books stay within the assigned school. Therefore, all textbooks should be checked in from the student in Destiny prior to the student leaving, and they will check out new textbooks at his/her new school. If the student arrives with the book, just speak with the Textbook Contact or the DIRC about resolving the issue.

**Why is the fine schedule the same for a new book as it is for one that is 5 years old?**

The fine schedule is the same because the replacement cost for the District does not change regardless of how old the book is. In some cases we can purchase used textbooks to replace lost or damaged books, but this is not guaranteed. The rebinding costs are also the same, regardless of the age of the book.

**Can I waive a fine for a student or staff member?**

This is at the discretion of the principal because the school is still responsible for the replacement of the item. Federal law prohibits leveraging fines against students receiving FRL which would prevent them from having access to future academic materials.

**How do I get a login for Destiny?**

You should be able to login with your district username and password. If needed, you can obtain a Destiny login by creating a help desk ticket. You will need to provide your school location and your district employee number (not your password).

**Who do I contact to set up Destiny training?**

The District Library Media Leader and DIRC staff will conduct periodic trainings. These training sessions will be advertised via email and sent to all textbook contacts principals and existing users of Destiny. If your school has multiple people that need to be trained, a training session can be held at your school. Contact Caroline Hughes or Penny Wesanko to schedule this type of training.

**What if a building has excess materials (far more textbooks than they will use or out of adoption materials)?**

When a building identifies they have excess materials, they can box up the materials and create a work order for a Warehouse pick up. The District Library Media Leader will assume responsibility for storing overflow materials at the DIRC and removing out of adoption materials.

**Can I keep a book in my building that has been replaced by a new adoption?**

The District recognizes that many older textbooks are used to supplement new materials when educating students. If you identify older materials that you feel would be beneficial in your classroom, contact the District Library Media Leader who will work with Learning Services Directors on the appropriate approvals.

**Textbook Manager General Procedures**

**Checking out a textbook**

Textbooks can be checked out to students or staff members. (Please see Destiny Textbook Manager Training Guide for specific directions). Once a textbook has been checked out, it becomes the responsibility of the individual it is checked out to. If the textbook is lost or damaged, a fine should be assessed to the individual. If the individual is a staff member, the school can waive the fee, but the school will still be responsible to replace the item. Below are some examples of how this may be accomplished at your individual building:

**Elementary**: In general, most books will be checked out to teachers. Exceptions include any textbooks that go home with students. When checking out materials to staff members, the easiest method is to take the scanner to each room and check out books. When checking out to students, there are a number of ways this can be handled, for example:

1. Select a central location such as cafeteria, flex area, book room, or library to bring students to and circulate them thru on a scheduled basis.
2. Move from classroom to classroom and check out books to students in their respective classrooms.

**Secondary**: Classroom sets that don’t go home with students should be checked out to a teacher. When checking out to students, there are a number of ways this can be handled. For example:

1. At registration or Back to School Night select a central location for students to come and check out books for all classes – allowing for students to take home the textbooks or put in their locker. This option will cause minimal disruption to the learning process because students will already have books at the start of class.
2. Students/Staff checks out books directly from the Textbook Contact.
3. Select a central location such as cafeteria, flex area, book room, or library to bring students to and circulate students thru on a scheduled basis.
4. Move from classroom to classroom and check out books to students in their respective classrooms.
5. A textbook contact may work with the DIRC staff to schedule a time to visit classrooms or set up a central location to check books in and out.

**Checking in a textbook**

At the end of each school year, semester, or when a student or staff member leaves the school, their textbooks should be checked in. **If a book is not checked back in at the end of the year, it will automatically be marked as lost and a fine for the entire amount of the book will be assigned to the individual.** Textbook Contacts can run a checked out/overdue materials and unpaid fine report in Destiny’s Textbook Manager in order to follow up with students and teachers with materials. Teachers can also ask for these reports to see what they still need to check in.

Below are some examples of how this may be accomplished at your individual building:

1. Students/Staff brings textbooks directly to the Textbook Contact for check in.
2. Students/staff bring instructional materials back to a central location and the books are checked in while the student or staff member are present.
3. The TC can move from class to class and check all instructional materials in at the end of the year or semester as the term ends.

**Searching for Curriculum in the System:**

If you would like to see what is available for you to check out in your building, or request from other buildings, log in to Destiny Library and Textbook Manager. There is a link on the Adams 50 Main Page under “Online Apps”. Select your home school. Use your district password and login. If you are having trouble logging in, create a help desk ticket.

At the top of the screen there is a toggle button that says “View All”, choose “Textbook View”. See Destiny Textbook Manager Training Guide for details with screen shots. (Appendix III)

You can also ask your Textbook Contact or the DIRC to help you find specific materials. (See Textbook Contacts list, Appendix I)

**Transfers**

If you find curriculum materials that you would like to borrow from another building, send your building’s textbook contact an email with the information. The DIRC staff must handle this process. Do not call other schools directly to request materials. The materials must go through the Destiny Textbook Manager system or issues arise with data and damage/loss (see FAQ).

Schools that lend books to other locations have the ability to set a due date for the materials. This due date should be explained to the lending school if it is before the end of the school year.

Schools borrowing books are responsible for reimbursing the lending school if the books are not returned by the due date and/or inventory (due to loss, damage or otherwise).

**Purchasing New Textbooks**

Due to enrollment growth or other changes, additional materials may be needed. Follow this process before purchasing:

1. First check with your Textbook Contact to see if any copies are available in your building or the district. OR, you can search Textbook Manager yourself (see page 14 or the Destiny Textbook Manager Training Guide).
2. If no copies are available onsite, your Textbook contact will request and process transfer books with assistance from the DIRC.
3. Proceed with ordering new materials if no copies are available in the district.
4. Once you receive your new materials, send them to the DIRC to be entered into the Textbook Manager system. They will be promptly returned to you.

**Lost and Damaged Books**

As books are checked in, please look for damage. If damages are present, it should be noted in Destiny TM and a fine assessed. The school is responsible for collecting all fines.

If a book is not damaged beyond use, it should be put back in circulation. If a book can no longer be used, it should be returned to the Warehouse for disposition. For detailed instructions on packaging and shipping textbooks, please refer to the Shipping Materials section of this handbook.

**Fine Schedule**

If the fine is assessed to a staff member, the principal has the ability to waive the fine and not charge the staff member. If the book was lost or damaged beyond use, the school will be responsible for replacing the item through their school budget.

The fine schedule listed below has been loaded in Destiny, and should be used by all schools to create consistency throughout the District.

Missing and/or lost 100% of book value

Broken Binding $15.00

Damage School discretion based on level of damage

Excessive Writing School discretion based on level of damage

Missing barcode $5.00

Torn/Missing pages School discretion based on level of damage

Water Damage School discretion based on level of damage

Irreparable damage 100% of book value

**Refunding Fines:**

If the book is returned before replacements have been purchased or within 6 months of payment, the school should reimburse the student/parent or staff member. The Textbook Contact should contact Library Services to have the book added back into the school inventory

**\*See the Textbook Training Guide for specific search strategies and screenshots\***

**Disposition of Instructional Materials**

If you have textbooks and instructional materials you are no longer using, please box them up with materials management boxes and ship them to the DIRC for storage and further disposition. You will need to create a work order to have them delivered from your location.

The DIRC staff will work with the District Library Media Leader and Learning Services to review materials.

**DIRC Music and Media Resources General Procedures**

Music and Media Resources support the district’s music curriculum, program and music teachers.

**Music and Media Resource hours:** OpenMonday through Friday from 7:15 a.m. - 12:00 p.m. and 1:00 p.m. - 3:45 p.m. It is located in the DIRC building behind Ranum Middle School. Please call Deb Lietzan at ext. 2753 for assistance at any time. It is best to call or email before coming to the Music and Media Resource Center, as there are times they may be offsite supporting Textbook Manager.

**Loan Periods**: Sheet music, instruments/equipment and Elementary music kits all have different lengths of check out periods, or loan periods. They are as follows:

|  |  |
| --- | --- |
| **EquipmentEquipment – (Music Instruments) –** 265 Calendar days |  |

|  |  |
| --- | --- |
| **KitKit (Elementary Music Kit/Performance Kit) –** 30 Calendar days |  |

|  |  |
| --- | --- |
| **MusicMusic (printed) – Sheet Music –** 120 Calendar days |  |

**Music Resource Instrument Check-Out/Check-In Procedures**

1. First search in the Destiny Music and Media Manager for instrument availability, or contact Deb at ext. 2753.
2. Please look over your instrument with Deb (or Penny if Deb is not available) to make sure the instrument is in good condition and not in need of repair before it is checked out to you. **Please do not send students to check out or return instruments.**
3. Fill in the information on the check-in/out form: Name, check out date, condition when being checked out (if it needs a repair), type of instrument, barcode and initial (along with Deb) that the equipment was inspected and in good condition.
4. Please email/call Deb with if any repairs are needed while the instrument is in your care (a lost mouthpiece, cracked instrument, etc.) and bring to the DIRC or send to the DIRC through the warehouse. We will manage repairs.
5. If you return instruments through the warehouse, please email Deb regarding any needed repairs. You will also need to schedule a follow up appointment with Deb in person after the instruments arrive at the DIRC. If you are dropping them off in person at the DIRC, please mention the needed repairs.
6. Complete the Check-in form, including the check in date, condition of instrument, any repairs needed, along with your’s initials. Deb will sign off on the completed form.

**\*Sending instruments through the warehouse:**

After you have completed the check-out forms with Deb at the DIRC, you can have your instruments sent to your locations through the district warehouse. Deb will write a work order. If your instruments are being returned from your locations to music resources at the DIRC via the district warehouse, please arrange a time with Deb to come to the DIRC in person to complete an instrument check-in before leaving for the summer. If you need an instrument or two sent to you on short notice, Deb will do a visual inspection and initial before sending.

**Instructions for Instrument Loan Agreement form**

1. The music instructor fills out the form with the type of instrument, serial #, barcode # and date checked out.
2. Condition of Instrument should be filled out by teacher/parent/student together and signed by the student, parent, teacher and principal.
3. Copies are distributed as follows (it is an NCR triplicate form):  original (white) copy goes to Deb/Music Resources, the middle copy (yellow) goes to the parent and the last copy (pink) stays with the teacher.
4. When the instrument is returned, the teacher records the date checked in and the condition of the instrument when it was returned.
5. Deb then checks the instrument condition with the teacher when it is returned (on the instrument check-out/check-in form) and follows up on repairs as needed.

**Check out procedure for sheet music (choral, orchestra, band, etc.):**

1. Locate the item in Destiny and call/email District music contact, Deb Lietzan, (or she look up the item for you) so she can inventory the material, check it out and either put it in district mail or have the item ready to pick up.  If you would like DIRC staff to look up the item, please provide title, voicing, author/arranger and publisher information.
2. You can visit Music and Media Resources at the DIRC between the hours of 7:15 a.m. - 12:00 p.m. and 1:00 p.m. – 3:45 p.m., to receive assistance locating instructional music resources.

**Check out procedures for Elementary Music Kits:**

1. Elementary Music Kits are on a monthly rotation schedule.  Before the school year begins, the elementary general music teachers meet and prepare a rotation schedule for the current school year.  The kit is picked up/delivered the first day of the month by the district warehouse.
2. Kits come with an inventory list.  All kits must be inventoried before they leave your location.  Any items missing should be indicated on the inventory list.  If the kit is going to another school and not back to the music resources center, please let the district music contact know so the item can be replaced and the receiving school can be notified.
3. Changes to the schedule – if you would like to request an available kit or cancel a scheduled kit, email the District music contact so she can cancel/schedule the kit and contact the warehouse to cancel/schedule a delivery.

**\*See the Music and Media Resources Training Guide for specific search strategies\***