**No textbooks available**

**NEED BOOKS?**

**School checks with Textbook Manager for copies available for transfer (or contacts DIRC for help) before purchasing textbooks**

**Building orders textbooks**

**P-card ships books to school**

**Purchase ordered textbooks shipped to warehouse**

**DIRC ships to school**

**Books arrive at school**

**DIRC barcodes and enters them into the TM system**

**Books shipped to DIRC**

**Textbooks received at warehouse.**

**School ships books to DIRC**

**DIRC (Penny Wesanko x2752) facilitates Textbook transfers to school**

**Textbooks available**

**Textbooks arrive at school.**

**Textbooks arrive at school’s main office**

**Textbooks are given to textbook contact for storage or check-out.**

**Textbooks are checked out to teachers or students.**