
TEXTBOOK TRANSFER AND RECEIPT (SUP-W101)

DCSS – Supply Services

1.0 SCOPE:

- 1.1 This work instruction outlines the process for textbook transfers and receipts.

The online version of this document is official. All printed versions are uncontrolled copies.

2.0 RESPONSIBILITY:

- 2.1 Supply Services Administrative Coordinator
- 2.2 Textbook Clerk
- 2.3 Teachers
- 2.4 Textbook Staff

3.0 APPROVAL AUTHORITY:

- 3.1 Assistant Director of Purchasing

4.0 DEFINITIONS:

- 4.1 Destiny – Follett Inventory Software
- 4.2 Destiny Textbook Manager – Textbook Inventory System
- 4.3 Title – Descriptive Name of Textbook
- 4.4 Copies – Each Textbook Count
- 4.5 Barcode – A Unique Number assigned to Each Textbook

5.0 PROCEDURE:

- 5.1 In order to transfer textbooks from one site to another site, a textbook transfer must take place.
- 5.2 Under the Catalog tab, click on Transfer Textbooks located on the left side of the page. Select the UPLOAD tab.
- 5.3 Click on the Transfer Textbooks **TO** drop down-box. Choose the school site to which the transfer is to be performed.
- 5.4 Click on the drop-down box to the right of the “Transfer” statement and choose by Barcode.
- 5.5 Click on the box to the right of the “Create a barcode list” statement. Either enter the barcodes manually then click on the ADD button to the right or scan the barcodes using a barcode scanner.
- 5.6 Once all barcodes are entered, click on “TRANSFER” at the bottom of the screen in order to initiate the transfer.
- 5.7 The transfer creates a job summary on the **Job Manager** page in the **Back Office**. It lists the copies transferred (title, ISBN, copy barcode number, and condition) as well as any that were skipped, and the reason.
- 5.8 Once transfers are in progress, select the Track tab to track the transfer. Until at least one copy has been acknowledged as received, you can cancel the transfer by clicking Stop Transfer. Once a copy has been received, you can not stop a transfer.

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- 5.9 In order to receive a transfer, under the Catalog tab, select “Transfer Textbooks” listed on the left side of the page. Then select the Track tab located just below the three main tabs at the top of the page.
- 5.10 Under **Incoming Transfers** all active transfers are listed: the originating school, transfer date, and transfer status. To view and receive the textbooks in a shipment, click on View to open the View Transfer Page. A copy of barcodes for each title is rolled up by default. You can view the barcodes for each title by clicking **Show More**.
- 5.11 To receive **Items Sent with Barcodes**, use one of three methods.
- 5.11.1 Click on Receive All to receive the entire transfer.
- 5.11.2 At the top of the page scan each barcode or type the barcode and click Receive.
- 5.11.3 Click Receive on the right to receive them one at a time.
- 5.12 The copy status changes from in transit to available once copies are received. The copies move from **Items sent** to **Items received** on the **View Transfer** page.
- 5.13 Once you have accepted all the copies and no longer need the information, under the Catalog Tab click on “Transfer Textbooks”. Click on “Remove” located at the far right of the page. This will remove the transfer from the **Incoming Transfers** list.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Textbook Title and Copy List

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Protection	Disposition
Textbook Title and Copy List	Hard copy in Supply Services and on computer H-drive	Retain until superseded	Maintain in a secure location	Discard as desired

8.0 REVISION HISTORY:

Date:	Rev.	Description of Revision:
03-Dec-08	A	Initial Release
17-May-09	B	Deleted Director of Purchasing/Supply Services and replaced with Assistant Director of Purchasing.

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