
TEXTBOOK INVENTORY (SUP-W102)

DCSS – Supply Services

1.0 SCOPE:

1.1 This work instruction outlines the process for textbook inventories.

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

4.6 Back Office Tab – A tab that list certain functions that are performed within the Destiny Textbook Manager

5.0 PROCEDURE:

5.1 A yearly textbook inventory is performed at the end of each school year.

5.2 Enter the Destiny Textbook Manager and click on the Back Office tab.

5.3 Click on the Inventory tab on the lower left side of the page. You will have the option to view-in progress and completed inventories or start a new inventory.

5.4 To start a new inventory, click on the clip board that reads Start New.

5.4.1 In the box labeled Inventory Name, assign the inventory a name.

5.4.2 Click on the box that makes all copies “unaccounted for”. Also click on the box that states “Check in currently checked out copies when scanned into inventory”.

5.4.3 Set the date for all copies to be accounted for to the date that you begin the inventory.

5.4.4 The statement that reads “During this inventory, if the location of a copy does not match the currently specified location” click on alert but do nothing unless you decide differently.

5.4.5 At this time click OK and begin your inventory by scanning all textbooks.

5.5 You can start your end of year inventory before the end of the school year by scanning all books that are stored in the school’s book room.

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5.5.1 Once a textbook is scanned and accounted for in the book room, all books must be scanned as they are checked in from students before being stored in the book room. This will eliminate the mixing of accounted for textbooks with unaccounted for textbooks.

5.6 Current checked out textbooks will be accounted for on your inventory as you check the books in from students.

5.7 All circulation of textbooks, checking out and checking in, will show as accounted for and will be included in the inventory process. Transfers will also be included in the inventory process and will show as accounted for.

5.8 Once you have inventoried your book room and checked in all textbooks from students, click on FINALIZE.

5.8.1 Select **Mark all unaccounted for copies "lost"** if you are sure that you cannot find the remaining Unaccounted-for copies. When you select **Mark all...** on the message, Destiny marks the Unaccounted-for copies Lost. Their copy status changes to Lost; they are added to the **Lost Copies** list; and they become Accounted-for.

5.8.2 When you select **Ignore them (don't mark them "lost")**, Destiny does not change their inventory status or copy status. The Unaccounted-for copies remain Unaccounted-for. Their copy status remains Available.

5.9 To help you keep track of your inventories, click View In-Progress & Completed Inventories List for a list, details, and reports of the inventories. The reports are also available on the **Textbooks** tab in **Reports** in the **Back Office**.

6.0 ASSOCIATED DOCUMENTS:

6.1 Textbook Title and Copy List

6.2 View In-Progress & Completed Inventories List

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Protection	Disposition
Textbook Title and Copy List, Completed Inventory List	Hard copy in Supply Services and on computer H-drive	Retain until superseded	Destiny Textbook Inventory Manager	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 in section 3.1 and added Assistant Director of Purchasing.

***** End of Work Instruction *****