

Begin Inventory

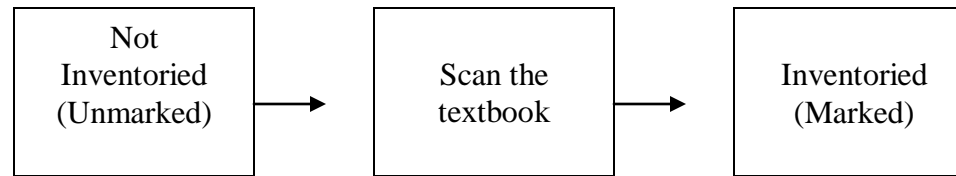
Plan your work schedule

Create a schedule to conduct your Inventory and check in books. This will help you keep track of the books remaining to be inventoried.

Example:

Monday – Math books
Tuesday – Science books
Wednesday – Literacy books

Conduct the Inventory



Finalize Inventory

Report your Work

Click finalize then print reports to show the status of the books. All unmarked items are now listed as missing.

Understanding the Difference between Copy Status and Inventory Status

Copy Status (prior to Inventory)	Inventory Status (at Begin Inventory)
Checked Out At Bindery In Library Removed Lost	Marked These textbooks are accounted for. They may need to be checked in from a student or teacher. You have a record of their current location. Check in all books from users.
Available	Unmarked These textbooks are currently in your building but are not issued to a teacher or student. Scan these books in.
Missing	Missing These books are not accounted for in the Inventory process and will show as missing in your Inventory.

Copy Status (after Inventory is finalized)	Inventory Status (at Finalize Inventory)
Checked Out At Bindery In Library Removed Lost Available	Marked
0 (ZERO)	Unmarked
Available textbooks that have not been scanned into the system	Missing

Inventory Checklist

Use this checklist to insure that you accomplish all required steps in completing the year-end processing of textbooks.

Preparing for and beginning an inventory

- Create an inventory schedule
- Run a *Title Copy List* of missing items designating year range
- Clean remaining duplicates
- Run Begin Inventory

Entering copies in your Inventory

- Scan any found textbooks that were on your missing items list
- Scan available copies in the Inventory window (textbooks that are not currently issued, do in the Inventory window then change condition in circulation)
- Check in all books according to your plan (recommended in circulation)
- Condition all books that do not meet autoconditioning specifications
- Collect fines and print fine receipts (3: one for family, one for school, one for CO)
- Submit fines and receipts to the Central Office
- Maintain a separate stack of books to be rebound and status accordingly, ship books and Copy Status List to Nannie Curry
- Maintain a separate stack of books that are unusable and condition accordingly, ship books and Copy Condition Report to Nannie Curry

Finalizing the Inventory

- Print and review the Title Copy List for unmarked items
- Take steps to locate textbooks listed as unmarked
- Run finalize Inventory
- Print a Title Copy List that shows missing items

TextLink Year-end Procedures

Books cycling out of the adoption

1. Leave all textbooks in your Inventory. Please, do not delete any sets of books.
2. All books will remain in your Inventory until new books have been delivered to your site.
3. Nannie Curry will make the appropriate adjustments in your TextLink Inventory.

Conditioning

1. All systems are set for auto-conditioning. This will allow all books to adjust the condition by one year's use automatically. Users will need to manually condition only those books that do not show normal wear and tear. Conditions will reset as follow:
 - a. New – one circulation
 - b. Good – two circulations
 - c. Fair – two circulations
 - d. Poor – one circulation
2. All new books will be conditioned prior to delivery to the school site. The condition will be entered as NEW.

Unusable Books

1. Books that are deemed by the school as unusable will be labeled as such in conditioning window for the text.
2. A Copy Condition Report for unusable books will be run by each school upon finalization of the Inventory.
3. **Unusable books will be boxed together and shipped to Nannie Curry along with the Copy Condition Report.**
4. Nannie Curry will verify the number and condition of the unusable books.
5. Nannie Curry will submit the Copy Condition Report to the appropriate grade level directors for consideration of book orders.

Rebinding Books

1. Books that are deemed by the school as in need of rebinding will be labeled as such in the copy status window for the text.
2. A Copy Status List for at bindery books will be run upon finalization of the Inventory.
3. **Books in need of rebinding will be boxed together and shipped to Nannie Curry along with the Copy Status List.**
4. Nannie Curry will verify the number and status of the books.
5. Nannie Curry will submit books to the bindery.
6. Rebound books will be returned to Nannie Curry for distribution to the schools.
7. Nannie Curry will replace the barcode on the outside of the books. The Eye-readable label inside the book will have a black marker line drawn through them and a new label added to the inside of the book.
8. Nannie will distribute books to the appropriate schools, update the school book Inventory with the new barcode number, and delete old barcode numbers.

9. Nannie will distribute replacement books in stock for books that could not be rebound. In the case of no replacement stock, Nannie will provide the rebound information to the grade level directors and Lynn Heady to make purchasing decisions.

Fines

1. Schools will maintain current information regarding fines in the Inventory.
2. **Schools will print a fine receipt and submit it with the fines when sending money to the Central Office.**
3. Books that were listed as lost and a fine assessed may appear during the Inventory process. A refund log will be created. Print the document to process the refund.