



# SCHOOL BOARD OF POLK COUNTY

P.O. BOX 391  
BARTOW, FLORIDA 33831

(863) 534-0500

1915 SOUTH FLORAL AVENUE  
BARTOW, FLORIDA 33830

## Board Members

BOARD CHAIR  
KAY FIELDS  
DISTRICT 5

BILLY TOWNSEND  
DISTRICT 1

LORI CUNNINGHAM  
DISTRICT 2

HAZEL SELLERS  
DISTRICT 3

SARA BETH REYNOLDS  
DISTRICT 4

LYNN WILSON  
DISTRICT 6

TIM HARRIS  
DISTRICT 7

C. WESLEY BRIDGES, II  
General Counsel

Administration  
JACQUELINE M. BYRD  
Superintendent

**To:** Principal, Assistant Principal, and Textbook Managers  
**From:** Lindsay Persohn, Sr. Coordinator / Library Media Services  
Ann Everett, Sr. Director / Teaching and Learning  
**Date:** March 30, 2017  
**Subject:** 2016-2017 Textbook Inventory

The District needs an accurate inventory of textbooks and depends upon you to ensure that the correct information is entered for 2017. Principals are requested to have their assistant principals complete their inventory and the verification document by June 12, 2017.

All information for conducting a textbook inventory can be found on the district's 2016-2017 Textbook Inventory Moodle course at the following address: <http://moodle.polk-fl.net/my/>. This is a change from last year. Please enroll yourself in the course titled "2016-2017 Textbook Inventory." No enrollment key is necessary.

Always save or print your "*unaccounted for*" items report before *FINALIZING* each year. Compare the reports from each subsequent year to determine what items are still unaccounted for. After you have completed the inventory, select "*Finalize*" and then you will be prompted to mark unaccounted-for copies as "*lost*."

When textbooks are out of adoption and no longer in use, they can be deleted from the system. Do NOT throw these books away. The books can be given to students as a study resource or sent to the Textbook Warehouse. Before the books leave your campus, please be sure you delete the copies from Destiny Textbook Manager. Please mark through the barcode label with a black marker to indicate they have been deleted from the system.

It is imperative we keep an accurate record of our textbooks to ensure our dollars are well spent. After you have finished your physical inventory, complete the inventory survey in Moodle on or before June 12, 2017. Your school's inventory and verification documents must be on file in Moodle.

Please call Library Media Services at 647-4714 if you have any questions.