



SCHOOL BOARD OF POLK COUNTY

P.O. BOX 391
BARTOW, FLORIDA 33831

(863) 534-0500

1915 SOUTH FLORAL AVENUE
BARTOW, FLORIDA 33830

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To: Principal, Assistant Principal, and Textbook Managers

From: Jacqueline Rose, Sr. Coordinator / Library Media Services
Michelle Townley, Sr. Director of Teaching and Learning

Date: April 6, 2016

Subject: 2015-2016 Textbook Inventory

The District needs an accurate inventory of textbooks and depends upon you to ensure that the correct information is now entered for 2016. Principals are requested to have their assistant principals complete their inventory by June 15, 2016 and must return a signed verification sheet.

This year, the information for conducting a complete textbook inventory can be found on the district's webpage at the following address: <http://www.polk-fl.net/staff/mediaspecialists> . Please select the appropriate supervisor's link to begin your inventory survey.

A refresher video on conducting inventory and using the panther for inventory can be found at <http://www.polk-fl.net/staff/mediaspecialists/documents/textbookinventory.wmv>

Always save or print out your "*unaccounted for*" items report before *FINALIZING* each year. Then 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*."

If you are trying to make room in your storage area for new books, please make sure that you have deleted copies from Destiny Textbook Manager before sending them to the Textbook Warehouse.

If the books are to be deleted from the system please mark through the barcode label with a black marker before boxing them up to indicate they have been deleted from the system. Books that are no longer being used cannot be put in the dumpster but must be sent to the warehouse for proper disposition. Students may also receive books that are no longer on adoption. Please call Library Media Services at 647-4714 if you have any questions.

It is imperative that we stay on top of the textbook inventory system to ensure that our dollars are well spent, since next year's funding may not be available for more books. After you have finished your physical inventory, complete the inventory survey online and send the hardcopy along with the printed Textbook Information report to Library Media Services on or before June 15, 2016. A copy of the completed inventory must be on file in the Library Media Services office.