

BASICS GUIDELINES FOR USING DESTINY

RESOURCE (Textbook) SYSTEM

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KILLEEN ISD WEBSITE
PARENTS AND STUDENTS – Library Online
or
STAFF – Staff Resources – Library Online



Library
Online

CHOOSE YOUR CAMPUS
LOG IN USING YOUR DISTRICT EMAIL LOG IN AND PASSWORD
******CHANGE VIEW TO "RESOURCE VIEW" (at the top)******



*****REMEMBER*****

YOUR SCANNER IS YOUR RESPONSIBILITY, WE WILL NO LONGER REPLACE THEM THROUGH OUR OFFICE.
IF YOU NEED TO REPLACE IT, THE FOLLOWING IS THE WEB SITE FOR FOLLETT
(<http://www.follettsoftware.com/5100-barcode-scanner>)
IF YOU NEED ADDITIONAL SCANNERS FOR MASS CHECK IN/OUT YOU
MAY BORROW YOUR LIBRARY'S SCANNER.

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BEGINNING OF SCHOOL YEAR

SETTING NEW LOAN PERIOD BEFORE YOU START ISSUING:

Due date on Class Loan Period should be set for end of April, since inventory will start May. All checked out consumables will fall off of your inventory on due date.

- ADMIN
- Resource Polices

Interval Loan Periods

Change dates on current or add new and delete old. (easiest thing is to edit with the pencil and change the year only and save)

* Description Save

Choose desired loan interval Cancel

days

Unlimited (no return date)

* = Required Field

Class Loan Periods

Description	Start	End	Due	Status	Add Loan Period
2020-2021	8/17/2020	5/27/2021	4/23/2021	Current	
Textbook 2021_2022	8/16/2021	5/30/2022	4/22/2022	Current	

* Description Save

Make this the default Cancel

* Checkouts Start days before class starts

* Class Starts

to

* Due

* = Required Field

Departments/Locations at top

Edit

Textbooks Change drop down box to (Class) Description you just set.

Resource Type	Loan Period	Save
Resources	2021-2021 (Class) - 5/27/2021	
Textbooks	Textbook 2021_2022 (Class) - 4/22/2022	
Controlled Items	Inherited from Resources	

 **Textbooks** Change drop down box to (Class) Description you just set.

Save

PATRON TYPES (TOP)

How do I... ?

Loan Periods Departments/Locations **Patron Types** Textbook Loan Policies

Define Policy for Patrons **Add Patron Type**

Faculty	 
Parent	 
Student <input checked="" type="checkbox"/> Default Patron Type ?	 

Click on each pencil, change dropdown to the textbook setting you set above for each

Can check out...

Save

Cancel

<input checked="" type="checkbox"/> Resources	Select All Clear All	StaffIssued Policy - Unlimited
<input checked="" type="checkbox"/> Textbooks		Textbook 2021_2022 (Class) - 4/22/2022
<input checked="" type="checkbox"/> Controlled Items		Inherited from Resources

EMAIL TRANSFER NOTICE

If you would like to receive an email telling you when items have been transferred to your campus or an order will soon be on its way to your campus:

- Catalog
- Transfer Resources

Top right: You should see

How do I... ?

Track Upload Requests **Notices**

Click on Notices: Type in your name, and Email click on **Test Email** if it is correct then **Add**. You may delete  any person in there that no longer needs a notification.

Resource Transfer Notice...

Add

When items are transferred to this site, send email notification to

Attention

Email **Test Email**

STUDENT TO RESOURCE STATISTICS

This is the report we run each time we receive an order for textbooks to match up numbers requested with actual student count.

- Reports Dashboard Catalog Circulation Reports Admin ! (Top Tab)
- Resource Reports (Side Tab)
- **Statistics**
- [Student to Resource Statistics](#) - (bottom of page)

Run Report

, you do not need to fill out top info

- Refresh List until it shows completed

Status

- Completed
(6/18/2020 9:10 AM) [View](#)

This report will show you how many students you have enrolled and how many copies you have on campus.

Displayable Name/Title: Springboard Algebra 2 WORKBOOK ISBN: 1-45730125-3

MATH

Algebra II (3352A) Enrollment: 1

Algebra II (3352B) Enrollment: 1

Total Items*	Incoming Transfers	Total Enrollment	Extra Items**	(Items Needed)
0	0	2	0	(2)

Displayable Name/Title: Math Handbook Quick Review 7th Gr (Book 2) ISBN: 0-07-891506-6

MATH

Math 7 (MT71) Enrollment: 2

Math 7 (MT70) Enrollment: 4

Math 7 (MT73) Enrollment: 171

Math 7 Tag (MT75) Enrollment: 18

Math 7-Pre-AP (MT74) Enrollment: 85

Total Items*	Incoming Transfers	Total Enrollment	Extra Items**
284	0	280	4

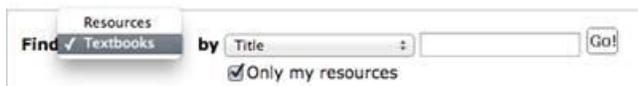
(If you have both A AND B---- Algebra I, total 892 (3350A) Enrollment: 445
 Algebra I (3350B) Enrollment: 447, this indicates 1st (A) and 2nd (B) semester, you will only count the students in the semester you are currently in, these normally show up in high school classes and some middle school classes.)

HOW TO ORDER TEXTBOOKS FROM WAREHOUSE

Check current available books out before placing order for additional items in Destiny.

(Keep in mind when ordering additional books, if you currently have enough on your campus to service your population we will cancel your order, you can run the Student to Resource Report to find this information out. Also, if you have the same items currently “available” in your book room, we may ask you to check those out first before we issue additional ones.)

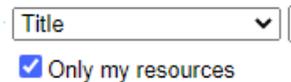
- Catalog (Top Tab)
- Transfer Resources (Side Tab)
- Requests (Right top Tab)
- 
- Change the Find drop down to read Textbooks



- Change the “by” dropdown to Title

Type in title of book (you can also type in keyword like Algebra or Math 5) you are looking for and select Go!

NOTE: To search for a resource that currently has no items assigned to your school, deselect the Only my



resources

- Locate the Textbook. (Make sure you have a full-page view, sometimes you cannot see the request tab if not)
- Select 
- Enter the # of copies needed
- Enter the need by date:
- Save, the order will be sent to the district.

Once you place your order, we normally get orders out within 48 hours of receiving. Once you receive and sign for order you have 48 hours to count and receive them into Destiny. You must receive them in, to issue them out. (Large orders will allow more time)

All books must be received in Destiny when received

RECEIVE BARCODED BOOKS IN FROM WAREHOUSE

BARCODED BOOKS

- Log in
-  Click on flag next to “Back Office” top center, exclamation highlighted in orange

You should see Incoming Transfers:

- Click on 

Scan or enter items one-at-a-time

(scan each book in, as you scan the books in, they should be removed from your total copies sent)
Books must be received in BEFORE you can issue them to teachers or students. (48 hours to receive)

Consumable Textbooks

RECEIVE BY COPY/ITEM COUNT WITHOUT BARCODES

When you receive your order you must count your items so that you can insert the exact number you received, if your order is incorrect you must contact our office within 48 hours

- 
-  Click on Eye
- Click

Insert item number you are receiving in

Description Alchemist

Total Items 20

Items to Receive

Barcodes Not Applicable (never barcode)

Tracking Orders

- Catalog (top)
- Transfer Resources (left)

HOW DO I... (?)

Track	Upload	Requests	Notices
-------	--------	----------	---------

- Track

This should show all incoming and outgoing orders.

If you don't see what you are looking for, go to the bottom and customize view. Make sure it looks exactly like the photo below, without limits.

Customize View

Use the following options to create a customized list.

Limit to transfers created

Limit to transfers from/to

Display: Incoming Transfers Completed Incoming Transfers
 Outgoing Transfers Completed Outgoing Transfers

REASON YOU MAY NOT GET AN ORDER WHEN YOU PLACE IT

- Student to Resource Statistic Report shows items not needed for population.
- Orders have not been received in. (Orders must be received in within 48 hours)
- All books issued to staff and students **MUST** be checked out to them. Do not hand them out without doing so. This will be the only record you have of where your items are.
- Any book not issued in Destiny (whether by bar code or copy county) will show as available on your inventory and we may request you turn in any items not checked out.

In order for us to see an accurate count and need on your campus you must **ISSUE all books to patrons.**

ALL ITEMS LEAVING YOUR BOOKROOM INVENTORY MUST BE CHECKED OUT

HOW TO ISSUE BARCODED BOOKS

- Log in
- Circulation (Top Tabs)
- Patron Status (left)

Find Patron

Only my patrons Only search Only Active Patrons

Scan Student ID or Faculty must have an “E” in front of their ID number

PATRON STATUS (Side Tabs) **TYPE E and SCAN OR TYPE ID NUMBER for FACULTY** in the “Find Patron” box, (you can also search by name if you do not have ID #, last name first) choose correct one if more than one patron appears, once the person’s info shows, (Top Right, make sure you are checking out “To Patron” and **not** To Department or To Location)

If you are looking for a student who is no longer on your campus, uncheck “Only my patrons” You can change the Drop-Down box from District ID to Patron Name if you are searching by name instead of ID.

Once Patron’s information comes up then you will go to

- Click on “Check Out Items”

Find

Only my patrons Only search Only Active Patrons

Start scanning books once you have scanned books to that person, RESET and continue next patron

Issue Books without Bar Code (CTC)

Follow steps above, once you find your patron;

Check out Items

In your “find” blank where you would normally scan in your bar code scan your ISBN or type CTC

If you type in CTC this will bring up all CTC items on your campus

Issue Books without Bar Code (Consumable Textbooks and Workbooks)

Follow steps above, once you find your patron;

Check out Items

In your “find” blank where you would normally scan in your bar code scan ISBN from back of book or type in WORKBOOK

When you type in Workbook this will bring up a list of all consumable textbooks on your campus.

Once you choose the item you are looking for you will see something similar to the below example:

Springboard Algebra 2 Quantity:

- Insert the Quantity you are checking out to the patron
- Click on next to the title

If you do not change the quantity and click CHECK OUT the transaction will not go through

 **Springboard Algebra 2**
Items to be checked out: 5
Due date: Unlimited
Are you sure you want to check out these items?

The book/s will now show as a copy of that book checked out to student/staff

*****If these books are checked out, they will automatically delete from your inventory on your due date, if you do not have them checked out they will remain on your inventory and this may cause a problem with your inventory*****

CHECK IN / TURN IN BOOKS FROM STAFF AND STUDENTS

BARCODED BOOKS:

- Circulation (Top Tab)
- Check in Text (Side Tab)

Find Item

- Place cursor in box and start scanning in books that have barcodes, you do not need patron name or ID number

CONSUMABLE TEXTBOOK TURN IN:

- Circulation (Top Tab)
- Patron Status (left side): scan ID or type in name or ID #, choose correct one if more than one patron

Items Out

6/1/2016		Webster Test - Replacement Price \$10.00 (ISBN: 0-536-30157-3)	\$10.00	3/29/2016	<input type="button" value="Check In"/>
					<input type="button" value="Lost"/>

Click on CHECK IN

MARK BARCODED BOOK AS LOST:

Patron Status

6/1/2016		Webster Test - Replacement Price \$10.00 (ISBN: 0-536-30157-3)	\$10.00	3/29/2016	<input type="button" value="Check In"/>
					<input type="button" value="Lost"/>

Once you mark Lost you will see

The item will be marked as lost.

Tammie Thorman **[District]** (Barcode: E****6) will be charged a fine of . If you do not want to assess a fine, set the fine amount to zero.

Click OK

ADDING A FINE FOR CONSUMABLE

Circulation
 Patron Status
 Find your Patron either by ID # or Name

Edit Fines

Add Fine

Reason Patron Fine ▼

Choose Patron Fine from Drop Down

Reason Patron Fine Other

Amount
 Waive
 Pay

Fine Note

Print Receipt Save

ADD FINE, PAY FINE, WIAVE FINE

- Circulation
- Patron Status
- Find your Patron either by ID # or Name

Edit Fines



Click on the fine you are wanting to pay _____

Reason Patron Fine Details

Fine Assessed 6/18/2020	Fined \$1.00	Amount Due	\$1.00
	Waived \$0.00	Waive	<input style="width: 80px;" type="text" value="\$0.00"/>
	Paid \$0.00	Pay	<input style="width: 80px;" type="text" value="\$0.00"/>

Fine Note

SUGGESTED FINES AND CHARGES

The following suggested guidelines shall be used in assessing fines and charges to students and parents for damages to textbook materials.

- Water Damage Full price of book
- Lost or Stolen Full price of book
- Cover or binding damage \$5.00 - full price (depending on severity)
- Missing Pages Full price of book
- Torn Pages \$2.00 per page if they can be taped back together
- Writing on cover or pages \$2.00 - full price (depending on severity) SEE NOTE
- Tampering with barcodes \$5.00 for missing barcodes

(Remember, if you want the textbook removed from your inventory it will need to be paid for in full)

NOTE - The full price of the book shall be assessed for writing that contains profanity, graffiti, high lighting or causes any print to be illegible.

- If text is lost or damaged in any way, student will pay all costs before a new textbook is issued.
- All texts checked out to the student must be returned in good, usable condition, with the barcode still attached to the book, at the end of the course.
- Fees, fines and charges will remain on a student's record until resolved, these fees and fines will follow student to all campuses within KISD.
- If a student pays full price for damage to an instructional material, the book is now the property of the student and they may have the book.

REMEMBER IF A STUDENT OWES ANOTHER CAMPUS FEES FOR A LOST OR DAMAGED BOOK YOU SHOULD HAVE THEM RETURN TO THAT CAMPUS AND CLEAR THAT FINE BEFORE ISSUING THEM MORE TEXTBOOKS.

[LHMS] Lost LM 3/19/2015 If you see another campus listed in **RED** this is the campus they need to contact

ADDING A NOTE TO STUDENT/STAFF ACCOUNT

(note must be added at campus, cannot add at warehouse)

- CIRCULATION
- FIND PATRON
- PATRON STATUS (bottom of section)

Add Note

 Display this note whenever the patron's information is accessed.



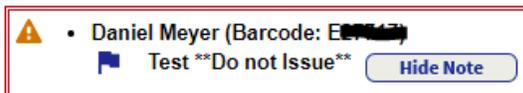
Save Note

Cancel

- Click check mark in top box
- Type in note you wish to show

Save Note

This message will show up small at bottom of page under notes but
Will also show up at top as flag next time patron is brought up.



• Daniel Meyer (Barcode: E27417)
 Test **Do not Issue** **Hide Note**

To remove note, go back to patron status, under Notes, click on  next to the note you wish to edit, you can change or delete  note from here.

TEACHER/STUDENT PATRON CHECKED OUT REPORT

- REPORTS
- PATRON REPORTS
 - [Current Checkouts/Fines](#)
- **GO TO BOTTOM OF PAGE**

Show **Checked Out/Overdue Materials**

- All that are currently overdue
- That are overdue by to days [?](#)
- That are due from to [?](#)
- All that are checked out
- Resources Assigned to a Custodian
- Unpaid Library Fines
- Unpaid Resource Fines
- Unpaid Patron Fines [?](#)

Format Report -- Output [?](#)

Email to Homerooms

Notices -- Language: [?](#)

[Continue](#)

1. Format 2. Limit 3. Details

Checked Out / Overdue Materials Report

Limit the results to...

My Patrons All Patron Types [Update](#)

Graduating in

Also Include Patrons of other sites that have my materials and/or that owe fines to C. E. Ellison High School. [?](#)

My Materials Library - All Circulation Types [Update](#)

Resources All Resource Types [Update](#)

Also Include The materials my patrons have and/or the fines they owe that belong to other sites in the district. [?](#)

[Continue](#)

• My Patrons - Update - choose student/faculty/parent or all

• My Materials - Resources All Resource Types [Update](#)

• [Clear All](#)

• Check Textbooks

• Go to Bottom of page and click

[OK](#) [Run Report](#)

1. Format 2. Limit

Checked Out / Overdue Materials Report

[Continue](#)

Select & Sort by from to

Start a new page for each group

Run Report

TURN IN BOOKS TO WAREHOUSE

(Occasionally we may ask for campuses to “cross level” or turn in books that are not issued or being used to send to a campus needing the items.) If these books are not issued to a student or staff, they show as being available to transfer if needed.

- Catalog (Top Tab)
- Transfer Resources (Side Tab)
- Upload (Top Right Tab)
- “To” always select Killeen Textbook Warehouse
- Transfer by Barcode
- Create Barcode List, Start scanning books in here, count books turning in, you will have a count on side of list showing quantity you have scanned, this should match with physical count.
- Click “Transfer”, this will send the order for us to pick the books up.

Items will always be transferred to Textbook Warehouse unless otherwise instructed by our office.

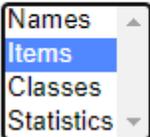
CAMPUS ITEM REPORT WITH TITLE, ISBN AND PRICE

This will not show quantity on campus

- Reports
- Report Builder
- 
- Change Drop downs to **RESOURCE** and **ITEMS**

Report Builder

Select the type of information on which you wish to report.

Resource 

- 
- "Template"
- Update
- Clear All
- Textbooks
- Go to bottom and click OK
- "Item Information" Leave Blank, no checks
- "Name Information"
- Click ISBN, Replacement Price and Title
-  Click on blue arrows all the way to step 7 (step 3 you can arrange columns)
- Step 7 Name your report
- 
- View
- XLS File
- Open – this will open an Excel workable spreadsheet

Example:

Title	ISBN	Replacement Price
Agriscience Fundamentals and Applications	1-13368688-5	\$ 158.25
Algebraic Reasoning	978-0-9886796-9-6	\$ 115.00
Algebraic Reasoning TE	978-0-9972265-0-8	\$ 125.00
AP American Government {Ap}	978-1-28519510-0	\$ 126.00

CAMPUS INVENTORY

This will show Quantity

- Reports (Top Tab)
- Report builder (Side Tab)

New Report

- Select Resource and Statistics from Drop Down boxes

Report Builder

Select the type of information on which you wish to report.

Resource

- Names
- Items
- Classes
- Statistics

-  , (click on blue arrow)

- “Template”
- Update
- Clear All
- Textbooks
- Go to bottom and click OK
- Resource Information

Select Title

Select Current Available (the number you should have in your book room not checked out)

Select Current Checked Out

-  all the way to Step 7
- Name Report

Save & Run

- Refresh List until it shows Completed
- Then click on [View](#)

This will give you the title, the current available and current checked out, the 2 columns together should give you the total amount on your campus.

Example:

Displayable Name	Current Available	Current Checked Out
Algebraic Reasoning	134	0
Algebraic Reasoning TE	2	0
AP American Government {Ap}	35	9
AP American Government {Ap} TE Resource Guide	1	0

ITEM STATUS REPORT (this will give you inventory report also)

This report will be for each individual book so it will be a longer report.

- REPORTS (TOP TAB)
- RESOURCE REPORTS (SIDE TAB)
- CATALOG – ITEM STATUS

Resource Types All Resource Types

[Update](#)

CLICK ON UPDATE THEN [Clear All](#)

MARK BOX  **Textbooks**

[OK](#)

(ALL THE WAY TO THE BOTTOM OF PAGE)
WHEN YOU SEE THE OPTIONS BELOW MAKE SURE YOU ONLY HAVE A CHECK MARK IN BOXES
NEEDED/WANTED

- | | | | |
|--|-----------------------|--------------------------|--------------------|
| Status <input type="checkbox"/> | Approved for Disposal | <input type="checkbox"/> | No Longer in Use |
| <input checked="" type="checkbox"/> | Available | <input type="checkbox"/> | Out for Repairs |
| <input type="checkbox"/> | Available for Parts | <input type="checkbox"/> | Ready for Disposal |
| <input checked="" type="checkbox"/> | Checked Out | <input type="checkbox"/> | Retired |
| <input type="checkbox"/> | In Transit | <input type="checkbox"/> | Returned to Vendor |
| <input type="checkbox"/> | In Use | <input type="checkbox"/> | Stolen |
| <input checked="" type="checkbox"/> | Lost | | |

[Run Report](#)

REFRESH LIST UNTIL IT SHOWS COMPLETED

[View](#)

[View](#) [Report](#)

Resource Name	Bar Code	Status
Agriscience Fundamentals and Applications	40000000438153	Available
Agriscience Fundamentals and Applications	40000000438154	Available
Agriscience Fundamentals and Applications	40000000438155	Available
Agriscience Fundamentals and Applications	40000000438156	Checked Out Hernandez-Casillas,

COMMON QUESTIONS

SEARCH FOR TITLE: CATALOG -- RESOURCE SEARCH – FIND ALL (CHANGE DROP DOWN TO TEXTBOOKS)
WHERE RESOURCE (CHANGE DROP DOWN TO KEYWORD)

Search for Resources and Items

Find all

Include Teachers' Editions Include Resource Kits

Where Resource

LOOK UP BARCODE: CATALOG -- RESOURCE SEARCH – FIND ALL (CHANGE TO TEXTBOOKS)
WHERE RESOURCE (CHANGE TO BARCODE) (SCAN OR TYPE IN BARCODE)

Search for Resources and Items

Find all

Include Teachers' Editions Include Resource Kits

Where Item

CHECK PATRON STATUS: CIRCULATION
PATRON STATUS
TYPE IN PATRON NAME OR ID (IF STAFF ADD E BEFORE ID NUMBER)
ALL BOOKS CHECKED OUT TO STUDENT OR TEACHER SHOULD SHOW UP

CURRENT CHECKOUTS: REPORTS –
RESOURCE REPORTS --
CIRCULATION: Outstanding Textbook Obligations.
RUN REPORT (YOU DO NOT NEED TO MARK ANYTHING), REFRESH LIST
VIEW COMPLETED, THIS SHOULD SHOW BY TEACHER OR STUDENT WHAT
BOOKS BY BARCODE THEY HAVE CHECKED OUT

CONSUMABLE TEXTBOOKS:
These must be treated just like a regular textbook.
They must be checked out and turned in when the student leaves during the year.
A used book can be checked out to the next student.
Any books checked at the end of the year will fall off of your inventory on your
due date in your Resource Policy.
End of year used books can be sent home with the student or returned to PMS for
recycle.
Any unissued books will remain on your inventory and may be counted against
your count for the following year.

If you receive a partial order or no order, there may be several reasons:

1. Items are unavailable at warehouse and must be ordered from TEA, publisher or cross leveled from another campus.
2. After running the Statistics report it shows that the books requested were not needed. If your records show differently, please contact us, sometimes not all student/teacher information shows up in the system correctly. (This is why all items MUST be checked out)
3. We normally have a 24 – 48 hour turn around on delivering textbooks after the order is placed unless one of the above has occurred. (It may take longer to fill orders at the beginning of school year.)

February 5, 2020

KILLEEN ISD WAREHOUSE

*** ORDERS SENT ACCORDING TO STUDENT TO RESOURCE STATISTICS REPORT***

MyView Literacy Grade 1 Vol 1 Student WORKBOOK	1
MyView Literacy Grade 1 Vol 2 Student WORKBOOK	1
MyView Literacy Grade 1 Vol 3 Student WORKBOOK	1
MyView Literacy Grade 1 Vol 4 Student WORKBOOK	1
MyView Literacy Grade 1 Vol 5 Student WORKBOOK	1

YOU HAVE 48 HOURS TO RECEIVE ITEMS INTO DESTINY, AFTER THAT DISTRICT MAY RECEIVE THEM IN FOR YOU. YOU MUST EMAIL ANY DISCREPANCY WITHIN 48 HOURS

RECEIVED: _____
DELIVERED: _____
DATE: _____

EXAMPLE DELIERY SHEET

**REMEMBER WE ARE HERE TO HELP IN ANYWAY POSSIBLE.
HAVE A GREAT YEAR!!!**

KISD PROPERTY MANAGEMENT SERVICES
412 COMMERCE DR, KILLEEN TX 76543
Phone: 254-336-0581 Fax: 254-336-0161

Property Management is responsible for the accountability of district property and equipment and manages the following items:

FIXED ASSETS
RECORDS
SURPLUS/AUCTIONS: www.renebates.com
TRANSCRIPTS: www.parchment.com

INSTRUCTIONAL MATERIALS
RECYCLING
TEACHER LAPTOP
FORMS

Jesus Castaneda
Coordinator, Property Management
jesus.castaneda@killeenisd.org
[336-0581](tel:336-0581)

Donyile Fletcher
Supervisor, Property Management
Donyile.fletcher@killeenisd.org
[336-0582](tel:336-0582)

Tammie Thorman
Records Center Tech/Instructional Materials
tammie.thorman@killeenisd.org
[336-0590](tel:336-0590)

Help with running reports:

Dan Meyer
EHS 336-2373
daniel.meyer@killeenisd.org

**KILLEEN INDEPENDENT SCHOOL DISTRICT
INSTRUCTIONAL AND TECHNOLOGY MATERIALS ACCOUNTABILITY PROGRAM**

DEFINITIONS

“Instructional material” is defined as content that conveys the essential knowledge and skills of a subject in the public school curriculum through a medium or a combination of media for conveying information to a student. The term includes a book, supplementary materials, a combination of a book, workbook, and supplementary materials, computer software, magnetic media, DVD, CD-ROM, computer courseware, online services, or an electronic medium, technology material, or other means of conveying information to the student or otherwise contributing to the learning process through electronic means, including open education resource or dual college course instructional material.

“Technology material” is defined as technology equipment that includes laptops, tablets, hotspots, and other technological equipment that contributes to student learning.

“Technology Lending Program” issues technology materials to a student, parent or guardian for student instruction.

“District Asset Accountability Program” means Follet Destiny Resource Manager.

“District Instructional Materials Program” means Follet Destiny Textbook Manager.

ROLES AND RESPONSIBILITIES

Students, Parents or Guardians are accountable for the student's technology and or instructional materials once they have been issued to the student. This includes the return of the technology and or instructional materials to the issuing campus at the end of the term or year, when the student transfers to another Killeen ISD campus, when student, parent, or guardian deems the technology and or instructional materials is not needed, or when the student withdraws from the district.

Student, parent, or guardian responsibilities are as follows.

- Must ensure proper use and care for all technology and or instructional materials. Proper care can be found in the Student Handbook – Student Acceptable Use Agreement.
- Must return instructional and or technology materials (except consumables) to the issuing campus prior to the last day of school, prior to the end of the course, at the time of student withdrawal, upon transfer approval to another Killeen ISD campus, whichever is applicable.
- Must reimburse the issuing campus for any lost, destroyed, or damaged non-consumable instructional and or technology materials issued to that student. Fines can be found in Exhibit A.

Each student, parent, or guardian shall be responsible to the issuing campus for all instructional and or technology materials not returned by the student, parent, or guardian. Any student, parent, or guardian who fails to return all instructional (except consumables) and or technology materials may forfeit the right to be issued free instructional and or technology materials until the

materials previously issued, but not returned, are paid for by the student, parent, or guardian. The student shall continue to have access to instructional and or technology materials in class or online but may not be issued another piece of instructional and or technology materials until all items are returned or paid for.

Principals are accountable for all instructional and or technology materials issued to their respective campus.

Principal responsibilities are as follows.

- Assigning the Campus Instructional Materials Custodian.
- Require regular inspections of instructional and or technology materials to be conducted.
- Keep complete records of instructional and or technology material(s) issued to their respective campus.
- Conduct an annual physical inventory.
- Collect all fines, as listed on Exhibit A, from students, parents or guardians for lost or damaged instructional and or technology materials.
- Notify student, parents, or guardians of lost instructional and or technology materials. Failure to notify student, parent, or guardians will result in the campus assuming full responsibility for the loss.
- Maintains all extra instructional and technology materials in a controlled central location for inventory.
- Contact Property Management for assistance with District Asset Accountability Program and or District Instructional Materials Program.

Teachers are accountable for all instructional and or technology materials issued to their respective class and or classrooms.

Teacher responsibilities are as follows.

- Maintain an accurate record of all instructional and or technology materials received.
- Keep secure all instructional and or technology materials.
- Conduct periodic inspections of instructional and or technology materials as required by the Principal, Campus Instructional Materials Custodian or Campus Technology Support Specialist.
- Notify the Campus Instructional Materials Custodian or Campus Technology Support Specialist when materials are lost or damaged.
- Teachers shall not collect instructional and or technology materials until the coursework has been completed and the final exam has been administered. Students who are exempt from final exams may have instructional and or technology materials collected upon the timely completion of coursework. Exceptions may be granted at the discretion of the principal.

Campus Technology Support Specialist manages technology materials for the Technology Lending Program. All correspondence with the District Materials Program Coordinator should be through the Campus Technology Support Specialist.

Campus Technology Support Specialist responsibilities are as follows.

- Acts as the central point of contact for technology materials that supports the Technology Lending Program at their respective campus.
- Follows procedures and or guidelines for student check-ins and check-outs using the District Asset Accountability program.
- Maintains all campus technology materials for the Technology Lending Program in a controlled central location for inventory.
- Assists campus students, parents or guardians in completing and signing a current version of the Technology Lending Agreement when campus technology material is checked out.
- Maintains a signed and dated copy of each student, parent and or guardian's Technology Lending Agreement.
- Manages the Technology Lending Program material returns by the student, parent and or guardian. This includes checking in the material in the District Asset Accountability program, documenting material damages and losses on the Technology Lending Agreement, reporting damages to Technology Services, respective campus Principal, respective Special Program department (e.g., Special Education or Career and Technical Education), and having the person turning in the material to remove any stickers.
- Submit Property Loss Report (Administrative Procedure II-F, Exhibit A) as necessary.
- Acts as the primary campus person to check out and check in technology materials for the Technology Lending Program.
- Contact Property Management for assistance with District Asset Accountability Program.

Campus Instructional Materials Custodian is designated by the Principal for their respective campus to account for all assigned instructional materials. All correspondence with the District Materials Program Coordinator should be through the Campus Instructional Materials Custodian.

Campus Instructional Materials Custodian responsibilities are as follows.

- Be familiar with procedures specified herein and attend annual training provided by the District Instructional Materials Program Coordinator.
- Ensure all hard cover textbooks and electronic materials are barcoded.
- Ensure consumable textbook and or workbooks are not barcoded. They are issued and received by copy count.
- Each campus will be issued materials equal to population levels.
- Additional copies may be ordered through the District Instructional Materials Program.
- Mark all materials as "lost" in the District Instructional Materials Program if replacement is required.
- Requests for replacement materials above population levels may be charged to the Campus Instructional Materials account.
- Maintains all surplus instructional materials in a central, secure book room.
- Contact Property Management for assistance with District Instructional Materials Program.

Campus Materials Account Custodian is designated by the Principal for their respective campus to manage funds accounting for instructional and or technology materials.

The Campus Materials Account Custodian responsibilities are as follows.

- Maintain records of funds collected during the year.
- Reconcile the quantity of instructional materials turned in (to include lost and damaged materials) against their campus Instructional Materials Account hand receipt.
- Pay for all shortages from the campus Instructional Materials Account or activity funds prior to going off annual contract.
- Report to the Property Management Department and present a check for any losses.
- An automatic withdrawal may be made from the campus activity funds if the campus has failed to settle its account, since all monies are necessary for the district to order instructional materials for the following year.
- Payments from parents must be made not later than the third Thursday in June.
- Campus Materials Custodians with Summer School responsibilities are held to the same requirements.
- Technology loss or damage will be billed as incurred.
- If a lost instructional and or technology material has been paid for, but is later found and returned by the student, parent, or guardian to the issuing campus, an adjustment will be made.
- Fees/fines collected for lost/damaged instructional materials will be deposited into campus activity funds (lost/damaged textbooks). Amounts owed to the District in excess of fees collected will be paid from any remaining campus activity fund balance.

District Materials Program Coordinator is accountable for the management of the instructional and technology materials and accountability program and to provide guidance.

District Materials Program Coordinator instructional materials responsibilities are as follows.

- Arranges all transfers of instructional materials between campuses and notifies respective representatives upon completion.
- Provides annual training for the Campus Instructional Materials Custodians.
- Conducts an audit of Campus Book Room at a random Elementary, Middle, and a High School prior to Spring Break. Provides results of the audit to the principal and provides a copy to Coordinator for Property Management.
- Property Management Coordinator will forward the audit results to the Director of Purchasing and Chief Financial Officer.
- All correspondence with the District Materials Program Coordinator should be through the Campus Instructional Materials Custodian.

District Materials Program Coordinator technology materials responsibilities are as follows.

- Partners with Technology Services to provide annual training for the Campus Technology Support Specialist(s).
- Conducts an audit of the Technology Lending Program at a random Elementary, Middle, and a High School prior to Spring Break. Provides results of the audit to the principal and provides a copy to Coordinator for Property Management.
- Property Management Coordinator will forward the audit results to the Director of Purchasing and Chief Financial Officer.
- All correspondence with the District Materials Program Coordinator should be through the Campus Technology Support Specialist.

DISTRICT ADMINISTRATION

Technology and or Instructional Materials Funds

- Funds assessed for damage and or loss for instructional and or technology materials will be placed in the school's Activity Fund account. Textbook losses are reconciled annually. Technology fines and or fees will be remitted on a monthly basis to the Treasury Department to be placed in the repair/loss budget code.
- Issue a receipt for funds collected and ensure the title, ISBN, serial number, barcode numbers and brief description are recorded on the receipt.

CAMPUS ADMINISTRATION

- Provides support to Campus Instructional Materials Custodian and Campus Technology Support Specialist as needed to ensure they have access to all materials for a 100% accountability of Campus property.
- Ensure collection of fines is recorded and a check for lost textbooks and technology items is turned in to Property Management prior to the due date.
- Campus Instructional Materials Custodian or Campus Technology Support Specialist: Report discrepancies, inventory status, and/or issues to Principal.
- Campus Instructional Materials Custodian or Campus Technology Support Specialist: Contact Property Management for assistance with the District Asset Accountability Program and or District Instructional Materials Program.

CALENDAR

Campus Instructional Materials Custodian

Beginning of the Year

- Inventory all campus instructional materials and compare to District online inventory. Request as necessary based on population levels.
- Account for instructional materials assigned to teachers and students and maintain accurate records of assignment.

Inventory

- Inventory all instructional materials prior to Christmas break in December, and again a few weeks prior to the end of school. The District Instructional Materials Coordinator will initiate the End of Year Textbook inventory on May 1st.
- Campus Technology Support Specialist: Property Management will initiate the Yearly Campus Inventory during the month of October and must be completed by the last Monday for the Fall Semester prior to going on break.

Accountability

- Notify the parents/guardians of lost instructional materials. Failure to notify parents/guardians will result in the campus assuming full responsibility for the loss.

During the Year

- Maintain records of funds collected during the year.

End of the Year

- Textbook inventory will become available on May 1 for completion by May 31.
- Property Management will verify campus reconciliations of all instructional materials, including technology devices, with the District online inventory.
- Students who have paid for lost instructional materials, and returned them prior to the second Thursday in June, will receive a refund from the District to be initiated at campus level. Refund requests after this date will be processed at the Property Management Department and must be completed prior to the last Thursday in June.
- Refunds will NOT be given for consumable workbooks purchased throughout the school year. Valid receipts as well as instructional materials must be presented to obtain a refund.

DATE: November 2020
May 2020

CONTACT: Deputy Superintendent

Instructional Materials Activity Calendar

May, June, July, & August

- Physical Inventory of Instructional Materials - Payment is made to district for lost instructional materials, and/or instructional materials replaced.
- Out of Adoption Instructional Materials Sent from districts to a paper recycle company or given to an authorized non-profit organization sending them to other countries for free distribution.
- Annual shipments from TEA are being sent to districts
- Supplemental requests and shipments of instructional materials begins
- Verify Summer Delivery of Instructional Materials
- Submit Supplemental Orders for Instructional Materials
- Catastrophic Instructional Materials Loss Reported as Needed
- New Instructional Materials Coordinator Orientation and Instructional Materials Procedure Training

September & October

- Submit Supplemental Orders for Instructional Materials
- Report Catastrophic Textbook Loss
- Districts Begin Ordering Samples from the Publishers

November

- State Board of Education meets on the second Saturday to adopt new instructional materials
- Board of Trustees should have selected Local Instructional Materials Committees by the 1st

December & January

- Sample instructional materials may be still arriving to the district
- Order any additional Instructional Materials needed for spring semester
- Supplemental shipments continue

February

- Local Instructional Materials Committee meets to finalize their recommendations for local adoption and selection
- Instructional Materials Committee submits decisions made to the board

March

- Board of Trustees meets to ratify the selections of the Local Instructional Materials Committee and complete forms TEX-001, TEX-008, and TEX-040
- Districts receive Information for shipment of expiring adoption titles from TEA
- Annual Requisition Preparation begins

April

- Start preparing for Instructional Materials audit

May

- Districts submit requests for Visually Handicapped Braille Books, (TEX-006B and TEX-035)
- Physical Inventory of Instructional Materials conducted by each campus
- Instructional Materials audits conducted by District Instructional Materials Department at random or when deemed necessary
- Close out of current year

