



T&L Education Webinar

Ending the Headaches of Textbook Management

Sponsored by Follett Software Company

November 13, 2007
4:00 EST (1:00 PDT)

Introductions



Moderator: Judy Salpeter
Technology & Learning

Sponsor:
Follett Software Company

Speakers

Don Rokusek

Senior Product Manager
Follett Software Company



Linda Turner

Director of Information & Technology Services
Vancouver School District #37, WA



Wendy Zirkin

District Destiny Administrator
Escambia County School District, FL



Why Textbook Management?



Don Rokusek

**Senior Product Manager
Follett Software Company**

Why Textbook Management?

- Textbook costs are one of the highest expenses to your district
- Public schools spend over \$4 billion per year on textbooks
 - New adoptions
 - Replacement books
- Over \$678 million in textbook loss/damage costs per year

Source: QED National School Asset Management Study, 2006

In addition to the high expense...

- Textbooks continue to be a vital part of the education process
- Higher demands for accountability and control
- State, county and local board mandates and compliance requirements

Common problem areas

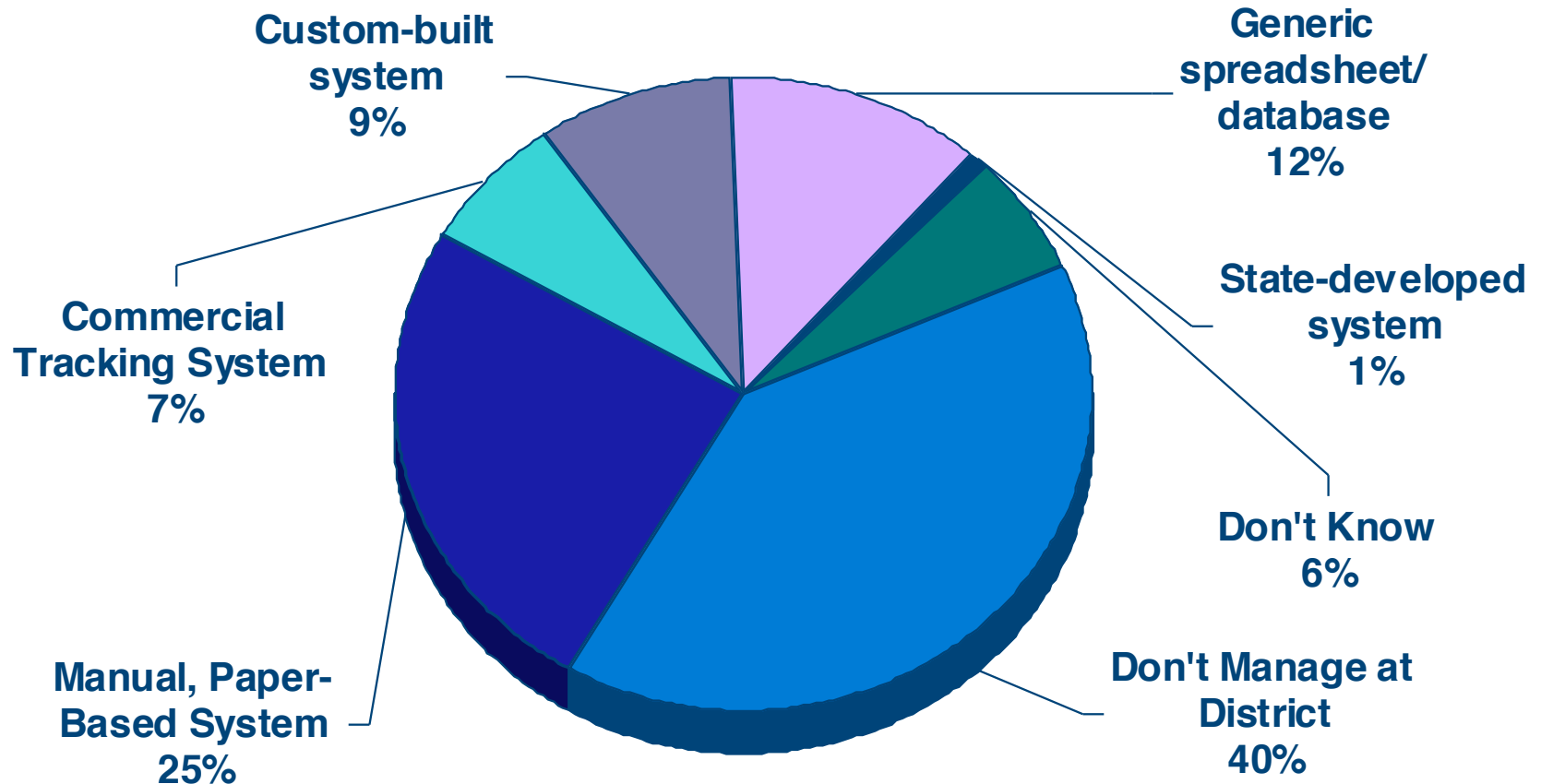
- Higher than desired loss and replacement costs
- Adoptions with high replacement rates
- Ineffective/inconsistent processes across schools
- Lack of accountability
- Little to no technology support for managing thousands of items that leave your schools each day
- Lack of information when it's needed

Common problem areas

- Over-ordering and stockpiling
- Shortages -
Students without textbooks



District textbook management systems



Keys to success

- Defining district and school policies
- Staff responsibilities
- Creating effective processes
- Getting your materials barcoded
- Having the right technology to support your processes

Destiny Textbook Manager

- District-wide, 100% browser-based solution
- Utilizes barcode scanning technology and data from your student information system
- District and school-level functions for inventory management, forecasting, transfers, distribution/collection, fines, and reporting

Case Study #1

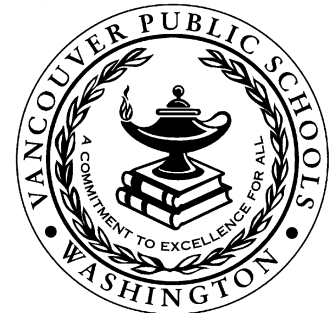


Linda Turner

**Director of Information
& Technology Services
Vancouver School District #37
Washington**

Vancouver School District

- Vancouver, WA in Southwest Washington (USA)
 - **23,000 students**
 - 21 elementary schools
 - 7 middle schools
 - 6 high schools
 - **Diverse student population**
 - 32 different languages
 - Large free & reduced population



Textbook Management Challenges

- Legacy textbook system with inadequate data
- Ability to collect and report on data
- Lack of inventory control at building/District level
 - Unable to track number of additional books to purchase
 - No student count available for textbook adoptions
- Manage textbooks to limit loss
 - Students lose books or return to wrong school
- Site based data
 - No central repository to track textbooks

Steps to Textbook Automation

- Bar code over 200,000 books in the District
- Review roles of Warehouse support staff, clerks
- Hardware purchase & installation
- Decide on a standard format based on key search fields for data import
- “Just in time” training for librarians and clerks
- System available before the first day of textbook checkout

Reasons for Choosing Destiny

- Long Term relationship thru Follett Library system
- Worked with existing bar code symbologies
- Allows for multiple circulation profiles
- Circulation in offline mode
- Ability to “check in” books, view fines across sites
- Materials in circulation are marked for inventory
- Ability to import data both current and legacy data

Best Practice – What Worked

- Librarians included in the choice/decision
- Implement for secondary schools only
- Ability to update data from SIS to Destiny daily
- Transfer books from building ->building
- Existing equipment
- Team work

Benefits

- Continual Support by Destiny staff
- Centralized management of data
- Customized and Canned reports
- Return on our Investment
- Integration with our Student System

Future Challenges

- Elementary schools conversion & bar coding
 - Additional Legacy data to import
 - Supplemental materials at elementary level
- Improve textbook forecasting process
- Insufficient textbook storage in each school
- Fines & fee management integration with our SIS
- District Specialist dedicated to Destiny support

Case Study #2



Wendy Zirkin

District Destiny Administrator

Escambia County School District

Florida

1. Moving Ahead In Escambia

- WHY ESCAMBIA CHOSE A TEXTBOOK PROGRAM
- WHY FOLLETT?



2. ESCAMBIA COUNTY, FL

BACKGROUND

1. Schools
 2. Book receiving
 3. District Destiny plan
- 3 year implementation: Middle & High, last phase is Elementary.



3. What were our results?

1. District level – First two years....

- First year = \$100,000
- Second year in 10 weeks = \$134,000

2. School level

- Better return of missing textbooks, and money owed.



4. Unexpected benefit

- Closure and Consolidation....2006-2007



5. DISTRICT DECISIONS

- ESSENTIAL DECISIONS FOR BEST PRACTICES USING DESTINY...
 1. District position created.
 2. Dedicated tech to work with server & program.
 3. Outside company for barcoding.

6. District Administration

- DESTINY MANAGER RESPONSIBILITIES
yes, I drink a lot of coffee....



7. Transfer Request Form

Elementary School Textbook Transfer Request

School _____
 Needs # _____
 title _____
 ISBN _____
 FSBD _____

School contacted	emailed	pupil count	available	total	ask f
Bellview El.					
Beulah El.					
Blue Angels El.					
Brentwood El.					
Carver/Century					
Cook El.					
Cordova park El.					
Ferry Pass El.					
Hellen Caro El.					
Holm El.					
Jim Allen El.					
Lipscomb El.					
Longleaf El.					
McArthur El.					
Molino Park El.					

8. Ongoing - Request Board

Pleasant Grove	Grade 1-1	281606	8	10-3
Bratt	Science 2-2	281600	9	Pine Meadow 10-4
Bratt	Science 5-2	140030	5	Cordova Park 10-4
Pleasant Grove	Time Together 1-4	181600	2	Molino Park 10-4
Suter	Science p1	140016	4	molino Park 10-4
Suter	Catch A Dream 1-2	140020	2	molino Park 10-4
Suter	Here + There	140040	2	molino Park 10-4
Bratt	Garden Around 1-5	540000	8	Brent...
Suter	Distant Voyages 5			
Suter	Lead The Way 4			

9. TRAINING ESCAMBIA STYLE

- First year – used Follett
- Second year –
 - I trained the elementary schools
 - Use of manual in training



10. EXAMPLE OF CONTENTS:

TABLE OF CONTENTS	
<u>PAGE NO.</u>	<u>TITLE</u>
• DISTRICT BOOK REPLACEMENT/TRANSFER PROCEDURE	
• 2 – 3..... TEXTBOOK COORDINATOR LIST	
• 4..... COMPATIBLE SCANNER INFORMATION	
• 5 – 7..... HOW TO PRINT STUDENT BARCODES	
• 8 – 9..... HOW TO CHECK OUT BOOKS TO PATRONS/STUDENTS	
• 10 – 11..... HOW TO CHECK OUT BOOKS TO A TEACHER AS A CLASS SET	
• 12 – 14..... HOW TO CHECK OUT “BY CLASS”	
• 15..... HOW TO CHECK IN BOOKS	
• 16 – 19..... HOW TO PRINT A REPORT OF MATERIALS CHECKED OUT-STUDENTS	
• 19..... HOW TO PRINT A REPORT OF MATERIALS CHECKED OUT-FACULTY	
• 20 – 23..... HOW TO TELL WHERE TRANSFERRED STUDENTS ARE, AND YOUR TEXTBOOKS	
• 24 – 25..... HOW TO ADD BARCODES THAT DO NOT SCAN	
• 26 – 28.....HOW TO PRINT A REPLACEMENT BARCODE FOR A TEXTBOOK	
• 29 – 30.....HOW TO PRINT OUT A TEACHER CLASS LIST	

11. CONTINUING CHALLENGES

- Books : storage
- Personnel: varies by level and time
- Accountability & teachers
- Inventory; A Work In Progress.....





Thank you and Q&A



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