All,

I want to thank you again for all of the hard work and outstanding contributions that were made in getting the entire district ready for the summer textbook inventory. The direct quote from the contracting team, “Des Moines Public School buildings were the best organized we have seen to date. Buildings did an excellent job in setup and staging of books which made our work extremely efficient.” In total the contracting team inventoried 55 buildings in 11 days, bar coding an estimated 160,000 textbooks. The success of this grand project is testament to all of your hard work.

Now that the inventory is complete, we need to shift our focus to sustainability. As a district we are committed to improving the distribution and control of our textbook resources. This starts with maintaining a proper inventory at the building level. For this reason, there will be a few generic textbook processes that we will need to implement district wide. Please understand that there will be small changes to our practices and procedures as we continue to hone our textbook management process, but we want to insure that you begin the school year operating within our future guidelines.

Controlling Your Building Inventory

**Transfers**

1. Textbook transfers from building to building **are not** authorized. All materials will be transferred to the Central Stores Warehouse for the purpose of adjusting building inventory and financial accountability.

2. Textbook transfers back to the warehouse must be facilitated by Josh Khan, District Textbook Manager. See details for transfers below.

3. Teachers **will not** transfer buildings with their teaching materials in hand. The materials need to stay with the original building and are part of that building’s inventory.

**Textbook Transfer Process:**

1. Please fill out a Transfer of Materials Form, this is the form used by Central Stores Warehouse.

2. Scan and send the form to Josh Khan for approval. Josh.khan@dmschools.org

3. Josh will approve the shipment and forward the form to Central Stores.

4. Central Stores will pick up the shipment per standard procedure.

5. Textbooks will be inventoried at Central Stores and taken off your building inventory list.

**Building Check-in and Check-out Process**

1. All new textbook orders delivered to the building need to be checked in by the library associate or building textbook manager.

\*Items need to be checked into the Destiny Software System. This insures that your building finalizes the transfer process. This process makes your building physically and electronically responsible for those materials.

2. Currently district buildings check out books to students, classrooms, and/or teachers or some combination. We would like you to continue the check-out process you have been using for your building. Please understand that we **will** standardize how books are checked out to students and classrooms district wide, but we are still working on the process within our Destiny Software System.

Again I want to thank you all for your help in establishing our textbook inventory. Please be cognoscente of controlling your textbook inventory. One literacy adoption can easily run the district several million dollars, so please use care when distributing books, understanding the monetary and educational investment we have all made in those materials.

Sincerely,

**Joshua Khan**

District Textbook Manager