SCHOOL BOARD OF POLK COUNTY

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To: Principals and Assistant Principals

From: Jacqueline Rose, Sr. Coordinator / Library Media Services
Paula Leftwich, Ph.D., Sr. Director of Curriculum and Instruction

Date: April 5, 2011

Subject: 2010-2011 Media Center Inventory

This is our second year for taking inventory of textbooks using Destiny Textbook Manager. The District needs an accurate inventory and depends upon you to ensure that the correct information is now entered for 2011. Principals are requested to have their assistant principals complete their inventories by June 15, 2011 and return the 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/documents/textbookinventory.wmv
http://www.polk-fl.net/staff/mediaspecialists/documents/TextbookInventory.pdf

Before finalizing your Textbook Inventory, select Reports>Textbook>Catalog—Titles and Copies>Lost Textbooks and Fines. This will give you the number of textbooks that were lost and paid for so you can input into the online report.

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

If you are having trouble locating missing items this year, please check to see if you have large blocks of sequential barcodes that were never located last year; check to see if you have barcodes stored in a file that were never attached; check to see if you have scanned barcodes in all rooms and storage areas. Please call Library Media Services at 647-4715 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 funding may not be available for more books.

After you have finished your physical inventory, complete the inventory survey online at http://surveymonkey.com/textbook_inventory_2011 and send the hardcopy to Jacqueline W. Rose on or before June 15, 2010. A copy of the completed inventory must be on file in the Library Media Services office.

Polk County Schools - an equal opportunity institution for education and employment

The Mission of Polk County Public Schools is to ensure rigorous, relevant learning experiences that result in high achievement for our students.