

# Albion Sample Textbook Procedures

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## New Textbooks

- The library will catalog and barcode all textbooks according to district procedures. This includes newly purchased books, all books in book rooms, and replacement books.
- Textbooks should be barcoded before they are checked out to students or to teachers as classroom sets.
- In most cases, 120 textbooks will be purchased. 40 textbooks will be assigned to each classroom and 40 will be kept in the library.

## Textbook Checkout

- Textbooks will be checked from the library textbook room or from the classroom at the beginning of the school year if books are being checked out individually to students (math).
- Teachers will schedule book checkout with the library.
- A classroom set of 40 textbooks will be checked out to each teacher.
- A classroom set of 40 books will be in the library for student checkout.

## Classroom Sets of Textbooks

- 40 textbooks will be assigned to each room
- Barcode numbers will be used to identify books. If teachers would like to create their own numbering system in addition to the barcode, they must use labels (no writing in books).
- Teachers will assign textbooks to specific students or desks (maybe have one for each desk)
- Classroom set books will never leave the classroom or go home with students

## Sets of Textbooks for Student Checkout

- 40 copies of each textbook will be kept in the library textbook room for student checkout

- Students can check out books before and after school in the library

### Students Transferring To Albion

- The library will keep extra math textbooks for students who transfer to the school throughout the school year.

### Students Transferring Out of Albion

- Students transferring out of the school will return all library barcoded textbooks to the library.
- Student "Checkout" sheet will be signed in the library once all barcoded textbooks are returned and damages assessed

### End of Year Preliminary Textbook Check

- The library will provide teachers with a report for each class that includes student names and the CSD barcode for their assigned textbook. Ex: Joe Brown 40CSD00032134R
- Teachers should verify from their list that each student has the original textbook that was assigned to them at the beginning of the school year.
- Teachers will note on the report those students who did not have their original textbook or did not have their textbook at all.
- The teacher should collect any textbooks that are assigned incorrectly and return the books to the library for check-in. All other textbooks stay in the classroom.
- When all the classes have been checked, teachers should return the form to the library.

### Damage Assessment

- The library will assess any damage to textbooks.
- Library staff will enter fines based on damage into the Destiny system for barcoded textbooks.
- The library will print a report of fines due for damage of barcoded textbooks and give report to the front office for entry into Skyward.

### Textbook Check-in

- On the assigned date, teachers will bring their students to the library to check in books or arrange to check in books in their classrooms
- Library personnel will run a report of lost text books for each teacher
- The teacher will check the teachers' preliminary report against the lost textbook report
- Teachers will encourage students to return unreturned books
- The last week of school, after textbook check-in and the student locker check, library personnel will run a report of lost books and the students responsible, which will then be given to the front office for entry into Skyward.
- Lost textbook fines will also be entered into the Destiny system.

### Surplus – Barcoded Textbooks Only

- Teachers should bring barcoded surplus textbooks to the library, so that the library staff can take surplus texts off the textbook inventory.
- The library will complete the district online surplus textbooks form on each surplus title.
- The teacher should do the following:
  - Cross out the barcode on each textbook
  - Properly box and label surplus textbooks for pick up according to district procedures.
  - Give the administrator in charge of textbooks a copy of the surplus textbooks form and he will determine a location for the surplus textbooks.