

Textbook Transfer Guidelines

Procedure:

1. All barcoded textbooks must be checked in via Destiny Textbook Manager Software™.
2. The school Library Media Specialist requests a site transfer via Destiny Textbook Manager™.
 - **Catalog** tab > **Transfer Textbooks** option > **Requests** subtab
 - **New Request** button
 - Enter the title in the **Find Textbook** field
 - Click the **Request** button
 - Enter the number of copies
 - Enter the date the textbooks are needed by
 - Save will bring you back to the **Requests** subtab
3. Textbooks are to be boxed in durable boxes as per the Principal's designee.
4. Boxes will all be labeled with destination school name in care of the Library Media Center.
5. The Library Media Specialist at the originating school will notify the Library Media Specialist at the receiving school that textbooks are coming. Include:
 - Title,

- ISBN
- Book cost, and
- Number of copies.

Send a copy of communication to the District Cataloger and the District Library Media Specialist.

6. The Library Media Specialist at the receiving school will notify the sending school and copy the District Library Media Specialist when the textbooks have arrived at the destination site. Include the **Title**, **ISBN**, **Book cost**, and **Number of copies** in the communication.
7. The District Cataloger transfers the textbooks when the communication is received. The receiving site will be notified of a pending transfer.
8. When the Library Media Specialist at the receiving site receives the transfer notification **Processing Needed** hyperlink:
 - Click the **View** icon to receive these copies
 - Click **Receive** to receive the copies by checking them in and assign new barcodes if needed
 - After clicking **Receive**, view the completed incoming transfers
9. The Media Specialist will coordinate with department heads and school administration to house books once they have been received.