**APS Textbook Summer Inventory and Software Transition**

**What are we changing?**

We are changing the software we use to manage textbooks. The old software, Destiny, will continue on as our library management system. The new system is called Hayes TIP-Web.

**Why are we changing?**

Across the district, we need to reduce principal time spent requesting and monitoring textbooks. We also need to increase accountability by:

* Incorporating enrollment and course data
* Tracking the purchase, allocation, and re-allocation of core texts

The new system will bring significant benefits. Hayes TIP-Web will help us manage textbook funding more efficiently and reduce staff time monitoring textbooks. The district will see improved ordering accountability and gain the ability to inventory textbooks without scanning them.

Elementary schools will be able to track textbooks without scanning or barcoding. District-approved resources will be shared based on shifting enrollment; campus-owned items will be managed separately, but within the same software.

**What needs to be done for the transition?**

* We need to conduct an inventory of our current, district-approved, core textbooks. This summer, current core textbooks will need to be collected centrally, in no more than three locations per school. A third-party private company will need scheduled access to each school.
* Starting in July, staff who work with textbooks will need to attend training sessions to learn the new software.
* Each site must designate a point-of-contact for the new system. Most schools have already done so.

**What do principals need to do now?**

To prepare for the transition, principals need to:

* Designate at least one textbook point-of-contact.
* Provide Library Services and Instructional Materials with a map of their school.
* Begin encouraging students and staff to return all textbook materials before the end of the school year.
* Prepare to gather all textbooks on the Official Titles List in no more than three central areas and sort them by title, according to the instructions in the provided Staging Guidelines.
* Provide Library Services and Instructional Materials with the locations where textbooks will be gathered over the summer.
* At the end of the school year, gather all textbooks on the Official Titles List in no more than three central areas and sort them by title, according to the instructions in the provided Staging Guidelines.

**What about summer school?**

Middle school and high school sites should follow the staging directions. If books need to be pulled for use in summer school classes, those books can be barcoded and entered into the system later.

Elementary sites should follow the staging directions, with the exception of books on the Official Titles List that will be used during summer school. Those books may remain within the classroom, centralized within each room.

Elementary summer school sites should email Rachel Altobelli the number of classrooms that will be using textbooks from the Official Titles List.

**What information will transfer to the new system?**

Records and barcodes for non-district-approved and older textbooks will, for the most part, transfer automatically to the new system. Library Services and Instructional Materials will work with schools to correct any issues caused by the data transfer.

**What information will not transfer to the new system?**

Textbook fines and fees will not transfer to the new system. The new system will track fines and fees going forward. Schools should make every effort to collect outstanding fines and fees before the end of the school year. If there are fines and fees uncollected at the end of the school year, schools may run reports and use those to either manually update the new system or collect fines and fees from students.