

Textbook Inventory Management System (TIMS)

Policies, Procedures, and Best Practices for Local Districts

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MISSISSIPPI DEPARTMENT OF EDUCATION

2022



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State Board of Education STRATEGIC PLAN GOALS

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ALL Students Proficient and Showing Growth in All Assessed Areas

EVERY School Has Effective Teachers and Leaders

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2

EVERY Student Graduates from High School and is Ready for College and Career

EVERY Community Effectively Uses a World-Class Data System to Improve Student Outcomes

5



3

EVERY Child Has Access to a High-Quality Early Childhood Program

EVERY School and District is Rated "C" or Higher

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VISION

To create a world-class educational system that gives students the knowledge and skills to be successful in college and the workforce, and to flourish as parents and citizens

MISSION

To provide leadership through the development of policy and accountability systems so that all students are prepared to compete in the global community

19. The school district is in compliance with state law and State Board of Education policies for state adopted textbooks. {MS Code 37-43-1, 37-43-24, 37-43-31(2), 37-43-51, 37-9-14(2)(b), and 37-7-301 (ff)} (7 Miss. Admin. Code Pt. 3, Ch. 79, R. 79.1, R. 79.2)

19.1 Each school district provides students in each school with access to current or otherwise appropriate textbooks that are in good condition. {MS Code 37-43-1, 37-9-14 (2)(b), and 37-7-301(ff)}

19.2 Each school district shall keep an active and surplus inventory for each school in the district to be completed by June 15 of each year. The district shall report the inventory in the Textbook Inventory Management System. {MS Code 37-43-51}

Textbook Inventory Management System

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- The Textbook Inventory Management System (TIMS) is the web-based inventory system for the MS Department of Education, Office of Textbooks.
- TIMS must be accurately updated by June 15th each year.
- Textbook coordinators are responsible for documenting the Active, Surplus, and Disposal listings for the district.
- Districts determine the local procedures for documenting their textbook inventory in TIMS.

Website: <https://www.mdek12.org/OAE/OEER/TextbookAdoptionProcurement>



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Definitions

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Textbook: Any medium or manual of instruction which contains a systematic presentation of the principles of a subject and which constitutes a major instructional vehicle for that subject.

All Textbooks/Workbooks: Materials, including consumables, that were procured with state dollars need to be documented in TIMS.

HQIM: Materials that are aligned to the MS CCRS, externally validated, comprehensive, and include engaging texts, problems, and assessments.



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TIMS Access



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TIMS Access: Website

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Textbook Adoption and Procurement

The Office of Textbooks coordinates textbook adoption, distribution, care and use in Mississippi's schools, both public and non-public. The Textbook Office supports the Textbook Inventory Management System (TIMS). Textbook procurement for state accredited, non-public schools is facilitated through the Textbook Office. The surplus book program is also operated through the Textbook Office.

General TIMS questions can be directed to esimmons@mdek12.org or 601-359-2798. Technical/security questions can be directed to mdeapps@mde.k12.ms.us or 601-359-3959.

Textbook Inventory Management System (TIMS)

- TIMS Information
- TIMS Log-on
- TIMS Policies, Best Practices, and Procedures - METIS Presentation

High-Quality Instructional Materials (HQIM)

- Mississippi Instructional Materials Matter

Additional Information

- School Book Supply Company of Mississippi
- MDE Online Helpdesk

State Textbook Adoption and Management

2020-2021 Adoption List

2020-2021 Textbook Adoption Bid Documents

2020 Adoption Review Rubrics

- Pre-K Comprehensive Rubric
- ELA K-2 Rubric
- ELA 3-5 Rubric
- ELA 6-8 Rubric
- ELA 9-12 Rubric

2020 Publishers Orientation

- 2020 Bids Presentation
- 2020 Pre-K Standards Presentation
- Mississippi Adoption Sampling through Thrivist

State Adopted Textbooks

- 2019 Mathematics and Social Studies Adopted Textbooks (Virtual Caravan)
- 2018 Science and the Arts Adopted Textbooks (Virtual Caravan)
- 2017 English Language Arts/Reading and World Languages Adopted Textbooks

For Schools

- Textbook Management Handbook Information
- Form C-Local Textbook Adoption Committee

For Publishers

- Form B- For Student Textbooks Submitted for Adoption
- Form M- For Electronic Media Submitted for Adoption
- Tentative Future Adoption Calendar

Elementary Education and Reading

- ☎ 601-359-2586
- 👤 Staff
- 🔍 FAQ

Services

- Academic Standards
- Arts: Dance, Media Arts, Music, Theatre, Visual Arts
- Business & Technology (Academic)
- Career and Technical Education
- Driver Education
- Early Childhood
- English Language Arts
- Health
- Mathematics
- Physical Education
- Science
- Social Studies
- World Languages

Links

NOTE: Download Java to use TIMS



Website: <https://www.mdek12.org/OAE/OEER/TextbookAdoptionProcurement>



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TIMS Access: Login

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Enter Username
and Password
(TIMS-2 Security Update Form)

Database: MDED



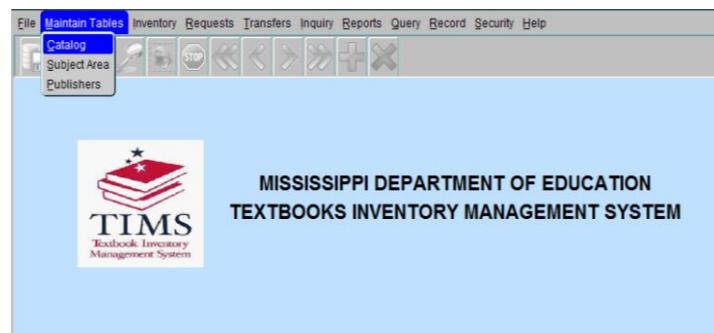
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TIMS Access: Adding Books into the System

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State-adopted textbooks are entered into TIMS by the MDE

Non-state-adopted textbooks must be entered at the school or district level



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TIMS Access: Adding Books into the System

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**MISSISSIPPI DEPARTMENT OF EDUCATION
TEXTBOOK INVENTORY
CATALOG**

ISBN-13 (do not use dashes -) Edition Ind

ISBN-10 (do not use dashes -)

Book Title

Publisher

Subject

SPED Indicator Highly Qualified Instructional Material

Copyright Cost

Book Grade Inactive Ind

Age Inactive Date

Adoptive Ind Transaction Date

Fiscal Year

1. Enter the ISBN-13 Number for the textbook
2. Hit the **Tab** key
3. Enter the requested info in the blue fields
4. Double click in the field for listings
5. Click on the save button at the top once finished
6. A successful pop-up message indicates the catalog has been updated



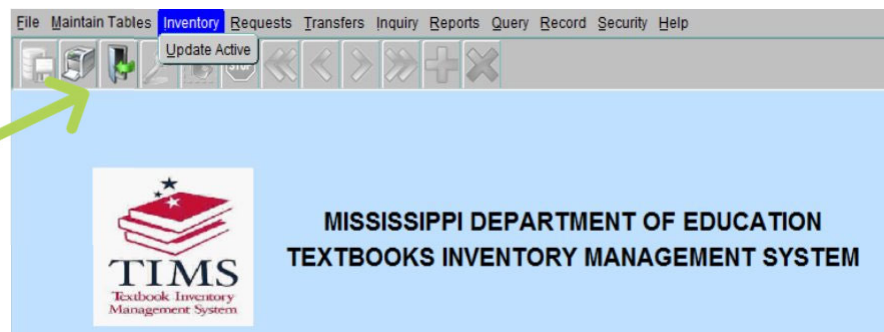
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TIMS Access: Active Inventory

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The *Active Inventory* is the list of currently used textbooks.

To add titles,
click **Inventory**
on the file menu
and choose
Update Active.



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TIMS Access: *Active Inventory*

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**MISSISSIPPI DEPARTMENT OF EDUCATION
TEXTBOOK INVENTORY
ACTIVE**

District Number School Number School Phone Transaction Date

School Name

ISBN-13 ISBN-10

Book Title Inactive Ind

Publisher Fiscal Year Book Grade

**** Add PE/TE Quantity**

PE Qty TE Qty

Total PE Qty Total TE Qty

Edition Copyright Year

High Quality Instructional Material

For Textbook Coordinators, a listing of schools in your district will appear.

Select your school and click **OK**, the **Active Inventory Form** will appear, with school and district information already entered.


If you coordinate for a school only, your school will populate in the "From" field automatically.



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TIMS Access: *Active Inventory*

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Enter the ISBN and press the **Tab** key.

Once a valid ISBN has been selected, the gray **textbook information fields** will populate automatically.




Enter the quantity of textbooks you want to add in the **PE Qty** or **TE Qty** field.

You will only be allowed to enter information in one of these fields, depending on the ISBN.




Save the information by choosing **Save** from the **File Menu** or click on Save icon on toolbar.

"Transactions added/updated successfully" should appear.



To **delete** books, transfer the quantity to be deleted from the **Active** to the **Disposal** listing.



All transfers require a **Transfer Request**.



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TIMS Access: Transfer Requests

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A textbook coordinator will update the **active listing** for your school/district or transfer books from the active to **disposal listing** for your school/district.

In some instances, a textbook coordinator maybe required to transfer books to the **surplus listing**.

The surplus listing is for books that are **not being used** but are less than 12 years old and are in good condition.

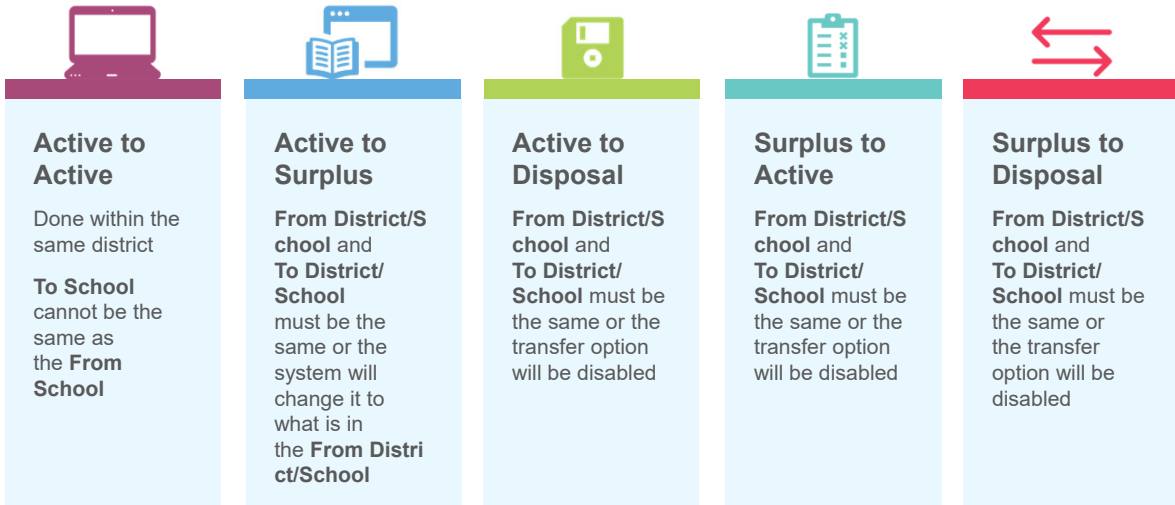
Instructions on how to use the Surplus Transfer Listing are found in the **TIMS User Manual** on Pages 16-20.



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TIMS Access: Transfer

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TIMS Access: Active to Disposal Transfer

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1. From **File Menu**, select **Transfer**, then **Request Transfer**
2. After the From School is entered, the user will be prompted to select a **To District/School**
3. These must be the same if you are transferring books from the **Active to Disposal** list.
4. When the **From District/School** and **To District/School** have been populated, the **Transfer Form** will display.
5. Enter the ISBN Number and hit **Tab** key.
6. Enter the number of books to be transferred in the blue highlighted **Qty** field.
7. Then **save** the transfer. All disposals must be **approved** by the MDE Office of Textbooks.

Website: <https://www.mdek12.org/OAE/OEER/TextbookAdoptionProcurement>



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TIMS Access: Determination of Disposable Textbooks

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School district will determine if textbooks are unusable due to the following:

Twelve years or older

Not relative to current curriculum framework

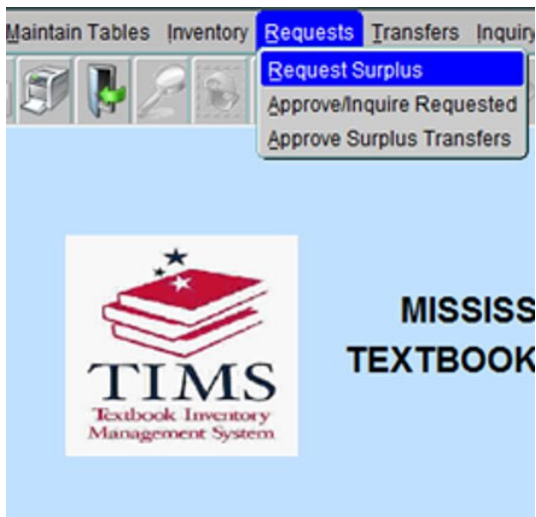
Physically worn-out so it is not feasible or practical for continued use



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TIMS Access: Request Surplus

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1. Click **Requests** on the file menu and choose **Request Surplus**.
2. Textbook Coordinators will select the school that will receive the textbooks and click **OK**.
3. School information in the **Requester Information** section of the **Request Form** will be automatically populated.



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TIMS Access: Request Surplus

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1. Enter a valid ISBN and press **tab** key.
2. The **Catalog Information** section will automatically populate based on the selection.
3. Enter the number of textbooks needed into the **PE Quantity** or **TE Quantity** fields.



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TIMS Access: Request Surplus

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1. Click the **District Search** button or the **Statewide Search** button.
2. If textbooks are available within the selected district, the **District Search** button will be highlighted to click.
3. If there are no textbooks available within the selected district, the **Statewide Search** button will be highlighted.
4. If there are no textbooks available anywhere, a **message** will display there are no books available.
5. Save the information after the inventory has been populated in the **Request Surplus Form**.
6. A **message** will display indicating that the transaction was added/updated successfully.
7. Contact the school /district where the surplus is located to arrange physical **transfer**.



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TIMS Access: Approve/Inquire Requested

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To inquire on inventory that has been requested and to change the status of those requests:

- Click **Requests** on the main menu
- Select **Approve/Inquire Requested**



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TIMS Access: Approve/Inquire Requested

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Textbook Coordinator Role

- Select **School Number** and the **Approve/Inquire Requested Form** will display
- Approve, deny or pend a request

Principal Role

- The requested surplus for the selected school will display.
- Principal will view a request.



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TIMS Access: Approve Surplus Transfer

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- The Textbook Coordinator has the ability to change the status of surplus requested from another District/School by clicking on the **Request** menu and selecting **Approve Surplus Transfers**.
- Select a **From School**
- The **District/School** is the place where the inventory will be moved from, and the **To District/School** is the destination of the inventory.
- Once selected, the **Approve Surplus Transfers** form will appear.



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TIMS Access: Approve Surplus Transfer

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Status	Denial Reason	ISBN-13	ISBN-10	PE Qty	TE Qty	To Dist	To Sch	Transfer Option	Transfer Date
APPROVED		9780000000000		5	0	0130	020	ACTIVE TO SURPLUS	06/17/2014
DENIED	Water or Other Damage	9780618271268	0618271260	232	0	0130	028	ACTIVE TO SURPLUS	05/19/2014
		9780618271243	0618271244	65	0	0130	020	ACTIVE TO SURPLUS	05/15/2014
		9780618271191	0618271198	2	0	0130	092	ACTIVE TO ACTIVE	05/14/2014
APPROVED		9780618271214	061827121X	75	0	0130	028	ACTIVE TO ACTIVE	05/14/2014
	S & H Problems	9780618271191	0618271198	50	0	0130	028	ACTIVE TO ACTIVE	05/14/2014
		9780026599047	002659904X	1	0	0130	028	ACTIVE TO ACTIVE	05/13/2014
APPROVED		9780026599047	002659904X	25	0	0130	044	ACTIVE TO SURPLUS	04/30/2014
DENIED	Currently In Use	9780035923256	0035923258	0	150	0130	044	ACTIVE TO SURPLUS	04/28/2014
APPROVED		9780026432160	0026432161	25	0	0130	028	ACTIVE TO SURPLUS	04/25/2014
APPROVED		9780000000000		10	0	0130	020	ACTIVE TO SURPLUS	04/15/2014
TOTAL				2,301	150				

Book Title: DELIGHTS Edition: P Copyright Year: 2004 Inactive Ind:
 Publisher: HOUGHTON MIFFLIN COMPANY Book Grade: 02 Cost: 31.50 Fiscal Year: 2002

- The requested surplus for the selected school will display. Textbook coordinators may select another school in their district by double clicking on the school field to display a list of available schools.
- Textbook Coordinators may change the status of requested surplus to **Approved**, **Denied**, or they may leave the status blank. Should the status for an ISBN be changed to **Denied**, a reason must be selected from the **Reason for Denial** field.
- Changes to this form can be saved by clicking **Save** on the **File** menu or click on Save icon on toolbar.
- To exit without saving changes, select **Exit** from the File menu, or Click Exit button on the toolbar.

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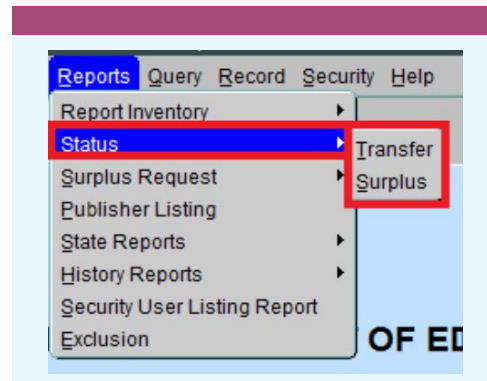
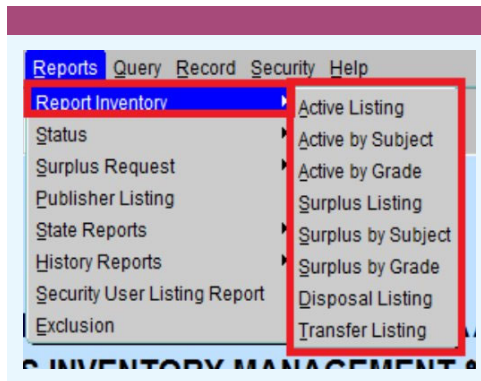
TIMS Reports



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TIMS Reports

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- Districts are able to generate PDF copies of their various listings in TIMS.
- Textbook Coordinators can request the Status of a Transfer and Surplus Listings.



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TIMS Access: Report Inventory

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- The **Report Inventory** contains reports for:
 - Active and Surplus by Listing
 - Subject
 - Grade
 - Disposal Listing
 - Transfer Listing
- Create reports for district/school by clicking the box next to the school's name that says **All Schools** to get a listing of all schools within your district



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TIMS Access: PDF Report



MISSISSIPPI DEPARTMENT OF EDUCATION
TEXTBOOK INVENTORY
ACTIVE LISTING
07/15/2014

Dist	Sch	ISBN-13	Book Title	Copyright	Publisher	PE Qty	TE Qty	Cond	Grade	Subject	Cost
978000000000			MARKET PANTRY	1990	BARNELL LOFT, LTD	71	0	N/A	04	ADVANCED CHEMISTRY	89.89
9780021473311			M-LATN AMERICA AND CANADA, 1999	1999	MACMILLAN/MCGRAW-HILL SCHOOL D	364	0	N/A	06	SOCIAL STUDIES GR 6	42.77
9780021471728			COMMUNITES UNITED STATES, 1999	1999	MCGRAW HILL	232	0	N/A	01	SOCIAL STUDIES GR 1	31.00
9780021476006			COMMUNITES UNITED STATES, 1999	1999	MCGRAW HILL SCHOOL DIVISION	218	0	N/A	01	SOCIAL STUDIES GR 1	31.00
9780021482618			M -MISSISSIPPI 1989 GRADE 3	1999	MACMILLAN/MCGRAW-HILL SCHOOL D	215	0	N/A	04	MS HISTORY GRADE 4	33.00
9780021488230			M -COMMUNITES 2000 GRADE 3	2000	MACMILLAN/MCGRAW-HILL SCHOOL D	50	0	N/A	03	SOCIAL STUDIES GR 3	31.00
9780021488551			M-UNITED STATES, 2000 GRADE 3	1999	MACMILLAN/MCGRAW-HILL SCHOOL D	163	0	N/A	01	SOCIAL STUDIES GR 1	40.91
9780022442286			M -MCGRAW-HILL SPELLING GR. 3, 1998	1998	MACMILLAN/MCGRAW-HILL SCHOOL D	55	0	N/A	03	SPELLING GR 3	17.49
9780022442293			M -MCGRAW-HILL SPELLING GR. 4, 1998	1998	MACMILLAN/MCGRAW-HILL SCHOOL D	223	0	N/A	04	SPELLING GR 4	17.49
9780022442309			M -MCGRAW-HILL SPELLING GR. 5, 1998	1998	MACMILLAN/MCGRAW-HILL SCHOOL D	268	0	N/A	05	SPELLING GR 5	17.49
9780022442316			M -MCGRAW-HILL SPELLING GR. 6, 1998	1998	MACMILLAN/MCGRAW-HILL SCHOOL D	259	0	N/A	06	SPELLING GR 6	17.49
9780022740117			OTTO OPPOSITE	1995	MACMILLAN	0	1	N/A	01	READING	.00
9780022849889			M -HEALTH & WELLNESS, 2008 GR 5	2008	MACMILLAN/MCGRAW-HILL DIV	100	0	N/A	01	HEALTH	42.80
9780026432180			GL -NUTRITION AND WELLNESS, 2000	2000	GLENCOE/MCGRAW HILL PUB CO	5	0	N/A	09-12	GENERAL HOME ECONOMICS & LIVING SKILLS	33.99
978009154982			HM -PSYCHOLOGY PRINCIPLES IN PRACTICE, 1998	1998	HARCOURT SCHOOL PUBLISHERS	10	0	N/A	09-12	PSYCHOLOGY	48.75
9780131181658			HS WORLD STUDIES WESTERN HEMISPHERE	2005	PRENTICE HALL	387	0	N/A	06	SOCIAL STUDIES	
9780151064135			HS PARTN AND PARTNE, 1997	1997	HARCOURT SCHOOL PUBLISHERS	5	0	N/A	01	READING READINESS-BASAL	14.85
978015340437			HARCOURT SCIENCE 1997	2002	HARCOURT SCHOOL PUBLISHERS	402	0	N/A	05	SCIENCE GR 5	41.82
978015340444			HARCOURT SCIENCE GRADE 2002	2002	HARCOURT SCHOOL PUBLISHERS	458	0	N/A	06	SCIENCE GR 6	
978032348914			AW -SILVER BURDETT GINN MATHEMATICS GR. 1, 2001	2001	SCOTT FORESMAN	7	0	N/A	01	MATHEMATICS GR. 1	22.86
978032349308			AW -MS SILVER BURDETT GINN MATHEMATICS GR. 5, 2001	2001	SCOTT FORESMAN	804	0	N/A	05	MATHEMATICS GR. 5	41.95
9780323493115			AW -MS SILVER BURDETT GINN MATHEMATICS GR. 6, 2001	2001	SCOTT FORESMAN	721	0	N/A	06	MATHEMATICS GR 6	41.95
978058372156			MS SCIENCE EXPLORER	2011	PEARSON EDUCATION	75	0	N/A	06	SCIENCE	74.97
978058381506			MS SCIENCE EXPLORER TEACHER EDITION	2011	PRENTICE HALL	0	50	N/A	06	SCIENCE	
978048231214			JIM AND M. TREASURES GR. 1-4, 2004	2004	HOUGHTON MIFFLIN COMPANY	150	0	N/A	01	READING	21.75
978048231283			TRUMPETS	2004	HOUGHTON MIFFLIN CO	165	0	N/A	01	READING	45.75
978048231280			TRUMPETS	2004	HOUGHTON MIFFLIN CO	165	0	N/A	06	READING	45.75
978048231417			HS SOCIAL STUDIES UNITED STATES HISTORY	2005	HOUGHTON MIFFLIN COMPANY	116	0	N/A	01	SOCIAL STUDIES	
978048231418			HS SOCIAL STUDIES UNITED STATES HISTORY, 2006, GR 5	2006	HOUGHTON MIFFLIN COMPANY	116	0	N/A	05	ENGLISH	51.48

NOTE: The reports are generated in a new Web browser in PDF format (check Pop Up Blockers if reports do not appear).



TIMS Reports: Security User Listing Report

1. The **Security User Listing Report** is a listing of all users in the district; it includes first and last name of the user, the username, and the role of the user.
2. To obtain a listing, click **Reports** and select **Security User Listing Report**.
3. The Textbook Coordinator selects a school to run a report.
4. The **Run Report Form** will display.
5. Click the box next to the school's name that says **All Schools** to get a listing of all schools within the district.



Things to Remember in TIMS

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Enter new textbooks into TIMS as soon as they are received and confirmed. Textbook inventory should be entered year-round.

Use the ISBN-13 that is located inside the book on the copyright page.

Remove textbooks that are 12 years or older from the Active Listing in TIMS. It is an Accreditation violation. These textbooks should be transferred to Disposal.

Save after every transaction and log out of TIMS after every 3-4 transactions to let the system refresh.



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