

Textbook Inventory Management System (TIMS) Policies, Procedures, and Best Practices for Local Districts

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Textbook Procurement
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MISSISSIPPI
DEPARTMENT OF
EDUCATION

Ensuring a bright *future* for every child

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

State Board of Education Goals 5-Year Strategic Plan for 2016-2020

- ✓ All Students Proficient and Showing Growth in All Assessed Areas
- ✓ Every Student Graduates High School and is Ready for College and Career
- ✓ Every Child Has Access to a High-Quality Early Childhood Program
- ✓ Every School Has Effective Teachers and Leaders
- ✓ **Every Community Effectively Using a World-Class Data System to Improve Student Outcomes**
- ✓ Every School and District is Rated “C” or Higher

Textbook Adoption Process

- Subject areas are designated each year and placed on the Adoption Cycle Calendar.
- The MS Department of Education distributes the curriculum standards.
- The publishers submit books for bid that meet the curriculum standards.
- For each subject area, a seven member State Rating Committee reviews the submitted books.
- After the review process, the State Board of Education approves the textbooks for adoption.
- Copies of the adopted books are sent to schools by request to each school district for administrators and teachers to review.

Textbook Adoption Process

- The Textbook Caravan, travels throughout Mississippi to provide each school district an opportunity to hear presentations about the newly adopted books.
- After reviewing the books and attending the presentations on State Caravan, districts vote on which books they want to use in their schools.
- Districts purchase the selected textbooks through the depository or directly from the textbook company.

Textbook Accountability Standard 19

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) (Refer to the Current Edition of *Textbook Administration Handbook Rules and Regulations*.)
- 19.1 Each school district provides student in each school with access to current or otherwise appropriate textbooks that are in good condition. (See glossary for definition of textbook. {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} (Refer to the current edition of the Textbook Administration Handbook Rules and Regulations.)

TEXTBOOK INVENTORY MANAGEMENT SYSTEM

- The [Textbook Inventory Management System \(TIMS\)](#) is the web-based inventory system for the Mississippi 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 in TIMS for each school in the district.
- Districts determine the local procedures for documenting their textbook inventory in TIMS.
- [TIMS User Manual](#)

Textbook Inventory Management System (TIMS)

- Legal Definition of a 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 that were procured with state dollars need to be documented in TIMS*



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Access TIMS : <http://www.mde.k12.ms.us/ESE/TA/P/tims>



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OTHER LINKS

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- [Unpacking the CCSS for ELA](#)
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- [DWW Box Access Instructions](#)
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Textbook Adoption and Procurement

TIMS (Textbook Inventory Management System)

-  [TIMS Log-on](#)
- [TIMS Security Form: User Profile](#)
- [TIMS Security Form: School District](#)
- [TIMS Contacts](#)
- [TIMS Users Guide](#)
- [TIMS Users FAQ](#)

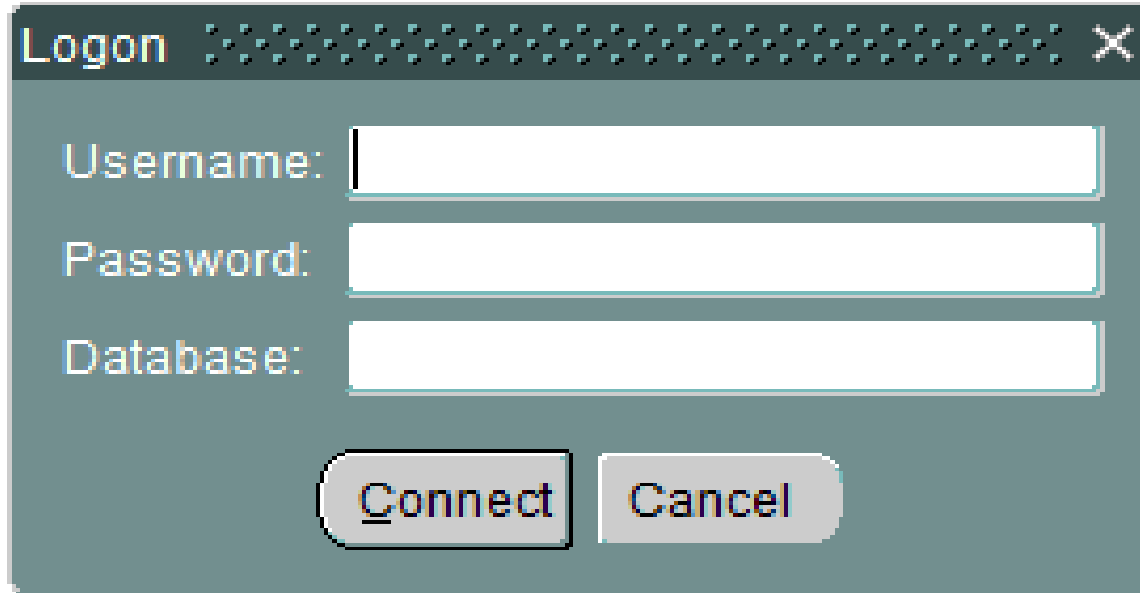
Textbook Resources

- [TIMS Log-on](#)
- [TIMS Information](#)
- [Subscribe to the TIMS List](#)
- [Schools](#)
- [Adoption](#)
- [Caravan](#)
- [Catalogs](#)
- [New Titles](#)
- [SSL Update](#)
- [Contacts](#)
- [Coordinators](#)

- [School Books Supply Company of Mississippi](#)
- [aapSchoolDivision NASTA Adoption Schedule](#)
- [2012-2013 MSIS District Book Request Manual](#)
- [MDE Online Helpdesk](#)

Log into TIMS

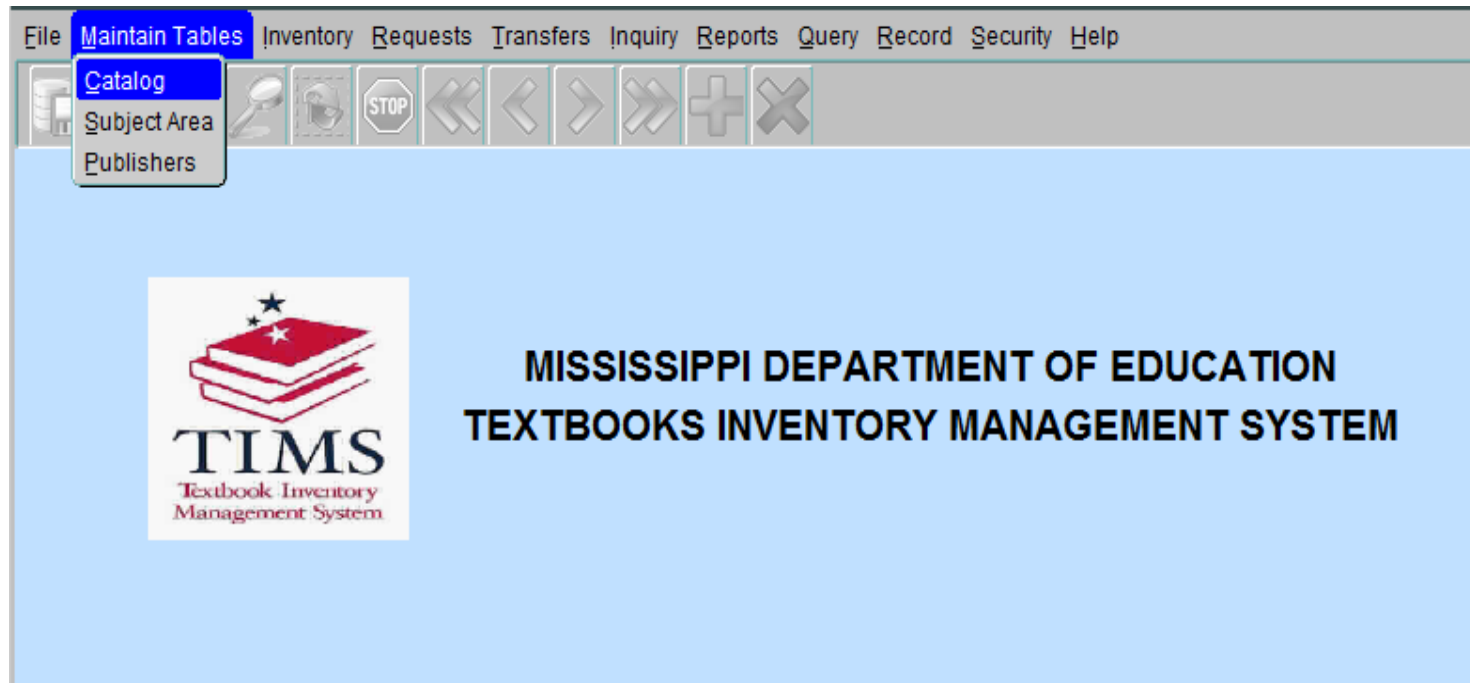
- Enter Username, Password, (Obtain these from submission of the TIMS-2 Security Update Form)
- Database: MDED



A screenshot of a 'Logon' dialog box. The dialog box has a title bar with the text 'Logon' and a close button (X). It contains three text input fields: 'Username:', 'Password:', and 'Database:'. Below the input fields are two buttons: 'Connect' and 'Cancel'.

Adding Books into the TIMS System

- Textbook titles that are State Adopted are entered into the system by the MDE.
- Textbooks that are not State Adopted must be entered into TIMS locally. This is done by updating the Catalog in TIMS





Adding Books into the TIMS System

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

Copyright

Book Grade

Age

Adoptive Ind Cost

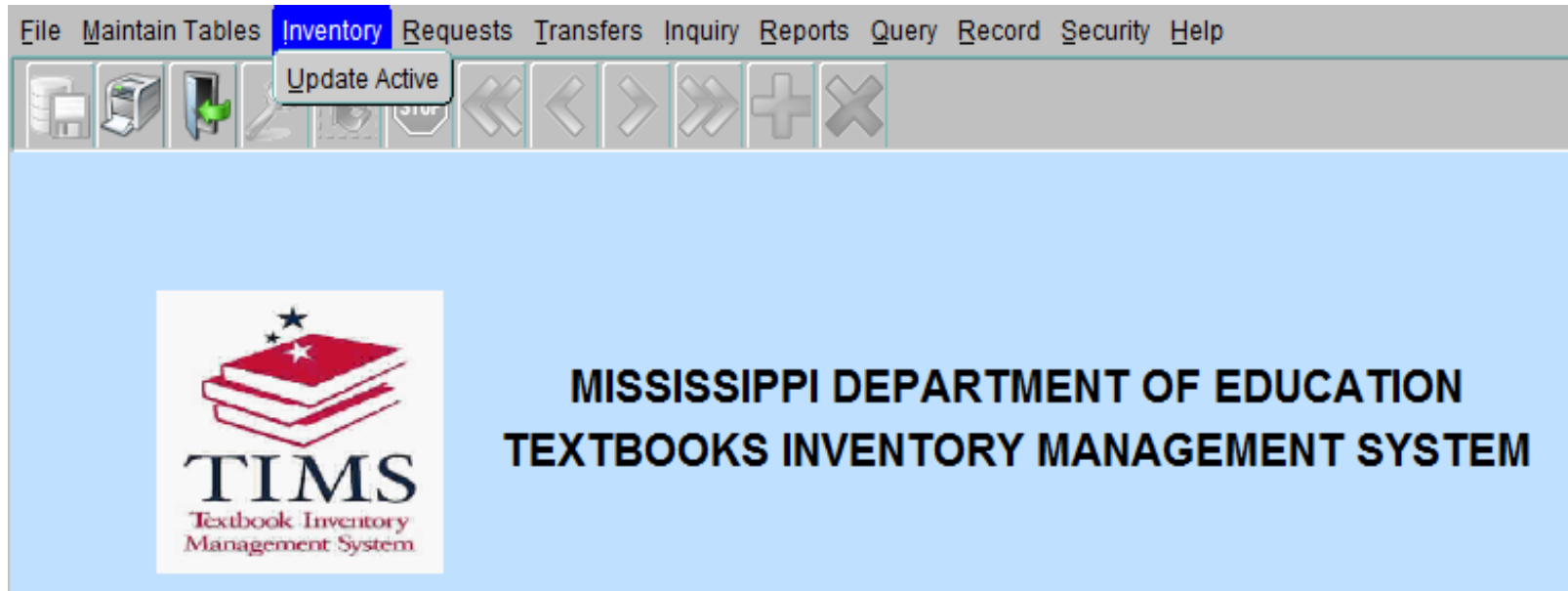
Fiscal Year Inactive Ind

Transaction Date Inactive Date

- Enter the ISBN-13 Number for the textbook, hit the “Tab” key.
- Enter in the requested info in the Blue Fields. (Double Click in the field for listings)
- Click on the Save button at the top once finished. A “successful” pop up message will indicate that the catalog has been updated.

Active Inventory

- The Active Inventory is the list of textbooks that are currently in use in classrooms.
- To update the active inventory, click **Inventory** on the file menu and choose **Update Active**.





Active Inventory

- 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.

File Maintain Tables Inventory Requests Transfers Inquiry Reports Query Record Security Help

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 Edition Copyright Year

Total PE Qty Total TE Qty

Active Inventory

- Enter ISBN and press “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 entered.
- Save the information by choosing **Save** from the **File** Menu or click on Save icon on toolbar. **“Transactions added/updated successfully”**
- You cannot “subtract” or “delete” textbooks from the active inventory with this method. To delete books, transfer the quantity to be deleted from the Active to the Disposal listing.
- All transfers require a Transfer Request



Active Inventory

File Maintain Tables Inventory Requests Transfers Inquiry Reports Query Record Security Help

**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 Edition Copyright Year

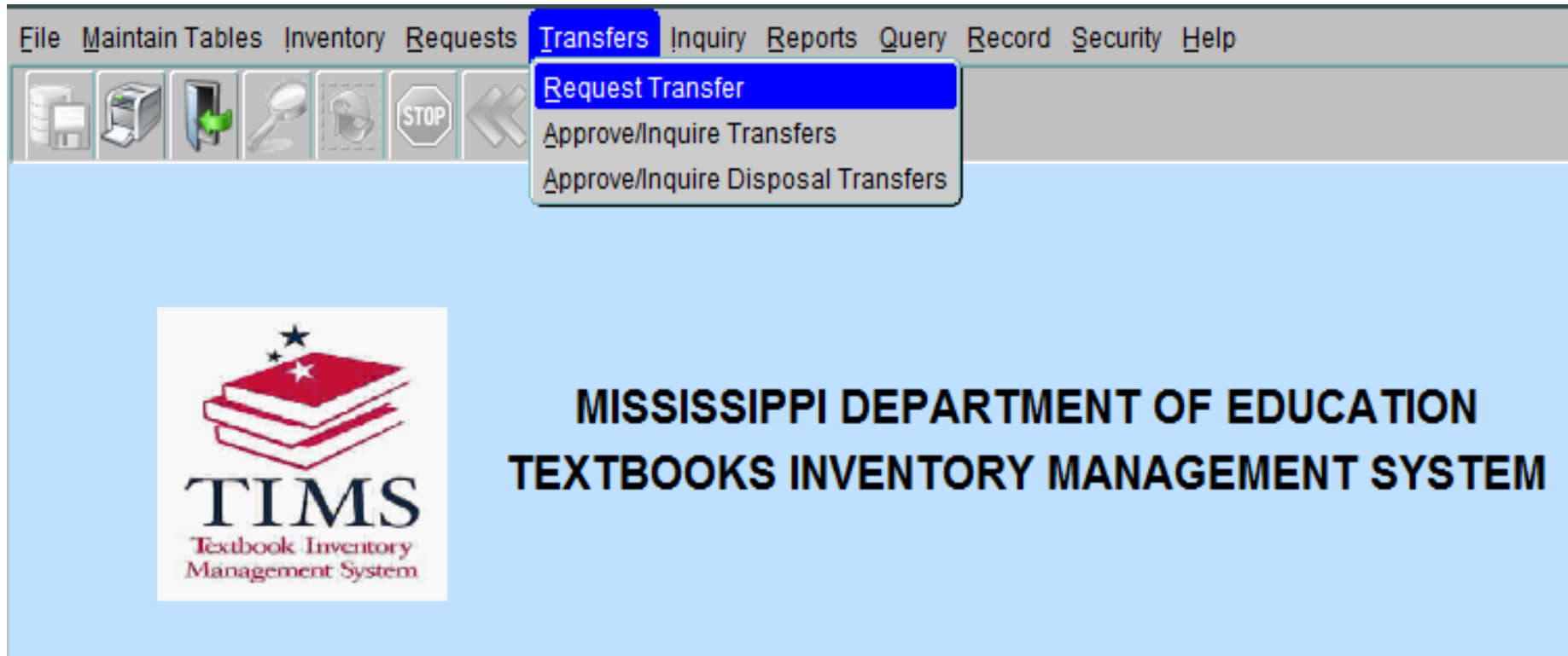
Total PE Qty Total TE Qty

Transfer Requests

- There are several transfer types that can be requested. As a textbook coordinator, you will primarily be either updating the active listing for your school/district or transferring books from the active to disposal listing for your school/district.
- In some instances, you maybe required to transfer books to the “Surplus” Listing. The surplus listing is for books schools/districts no longer use, 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.

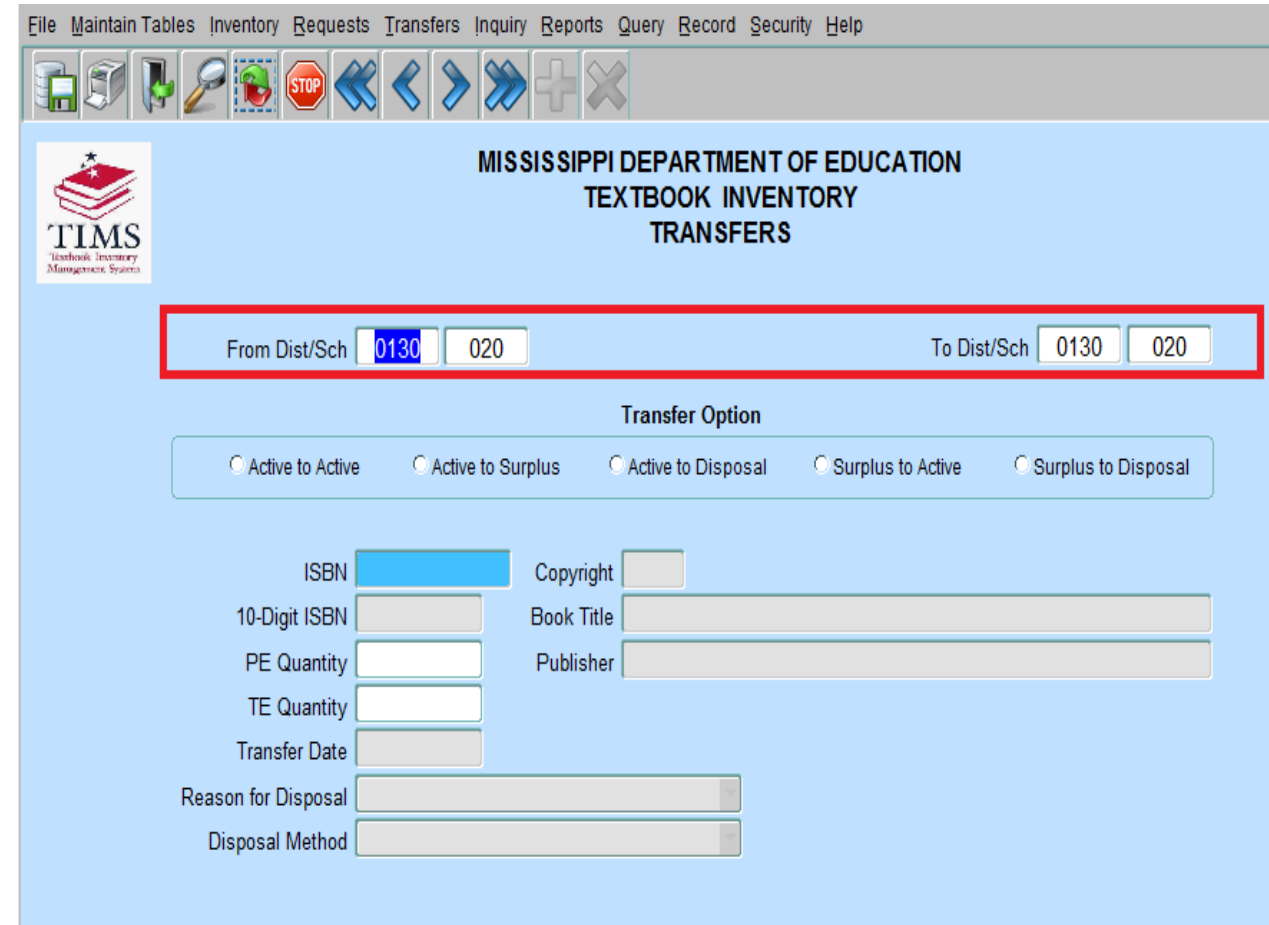
Active to Disposal Transfer

- From File Menu, select “Transfer”, then “Request Transfer”



Active to Disposal Transfer

- After the **From School** is entered the user will be prompted to select a **To District/School**. These must be the same if you are transferring Books form the Active to Disposal listing.
- When the **From Dist/Sch** and **To Dist/Sch** have been populated, the **Transfer** form will display.



The screenshot shows the 'MISSISSIPPI DEPARTMENT OF EDUCATION TEXTBOOK INVENTORY TRANSFERS' application. The interface includes a menu bar (File, Maintain Tables, Inventory, Requests, Transfers, Inquiry, Reports, Query, Record, Security, Help) and a toolbar with various icons. The main form area is titled 'MISSISSIPPI DEPARTMENT OF EDUCATION TEXTBOOK INVENTORY TRANSFERS' and features the TIMS logo. A red box highlights the 'From Dist/Sch' field (containing '0130') and the 'To Dist/Sch' field (containing '0130' and '020'). Below this, the 'Transfer Option' section contains five radio buttons: 'Active to Active', 'Active to Surplus', 'Active to Disposal', 'Surplus to Active', and 'Surplus to Disposal'. The 'Active to Disposal' option is selected. The form also includes input fields for ISBN, 10-Digit ISBN, PE Quantity, TE Quantity, Transfer Date, Reason for Disposal, Disposal Method, Copyright, Book Title, and Publisher.

Active to Disposal

- Enter in the ISBN Number, then hit “Tab” key.
- Enter in the number of books to be transferred in the blue highlighted “Qty” field. Then save the transfer.
- All disposals must be approved by the Office of Textbooks at the MDE.
 - Determination of Disposable Textbooks- Each local school district will determine if textbooks are unusable. Textbooks may be unusable because they are:
 - twelve years or older,
 - not relative to current curriculum framework,
 - or the textbooks may be physically worn-out to the point that it is not feasible or practical for continued use.



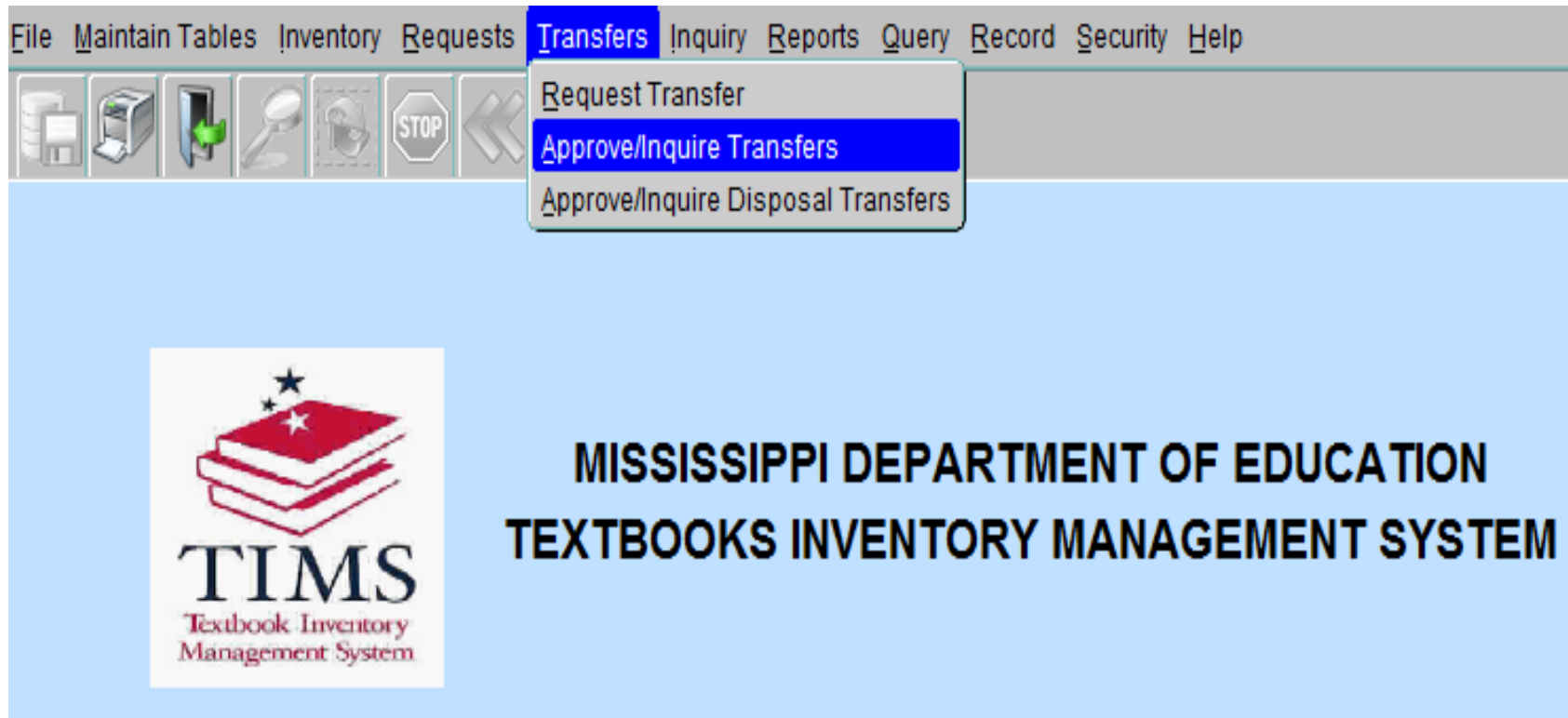
Transfers

- **Active to Active** – must be done within the same district. The **To Sch** cannot be the same as the **From Sch**.
- **Active to Surplus** – the **From Dist/Sch** and the **To Dist/Sch** must be the same or the system will change it to what is in the **From Dist/Sch**.
- **Active to Disposal** – the **From Dist/Sch** and the **To Dist/Sch** must be the same or the transfer option will be disabled.
- **Surplus to Active** – the **From Dist/Sch** and the **To Dist/Sch** must be the same or the transfer option will be disabled.
- **Surplus to Disposal** – the **From Dist/Sch** and the **To Dist/Sch** must be the same or the transfer option will be disabled.



Approval/Inquiry of Transfers

- To review transfer requests and to change the status of those requests, click **Transfers** on the main menu and select **Approve/Inquire Transfers**.





Approval/Inquiry of Transfers

- Except for Disposal requests, all transfers must be approved by the district.
- Select the school to be inquired on and click **OK**. The system will display the **Approve/Inquire Transfers** form for the school that was selected.

File Maintain Tables Inventory Requests Transfers Inquiry Reports Query Record Security Help

**MISSISSIPPI DEPARTMENT OF EDUCATION
TEXTBOOKS INVENTORY
APPROVE / INQUIRE TRANSFERS**

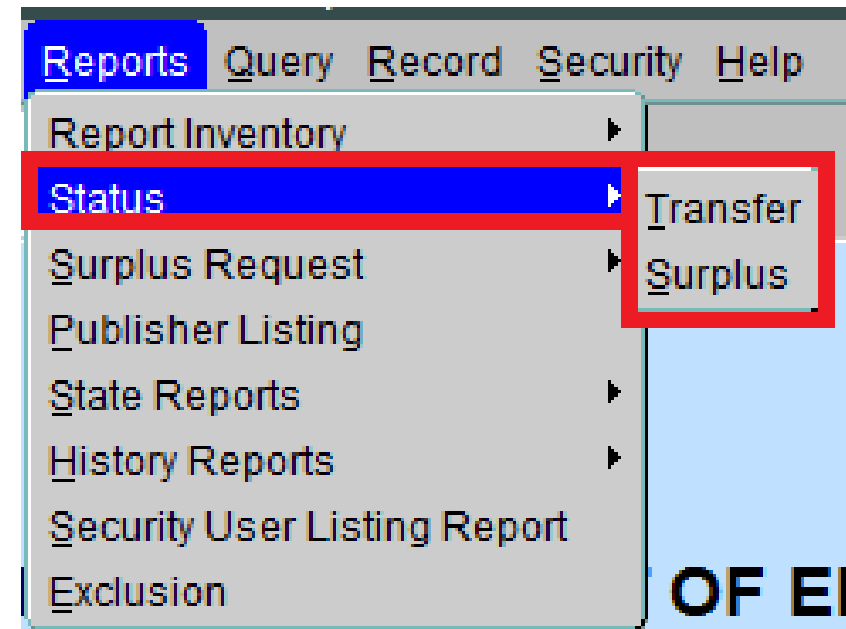
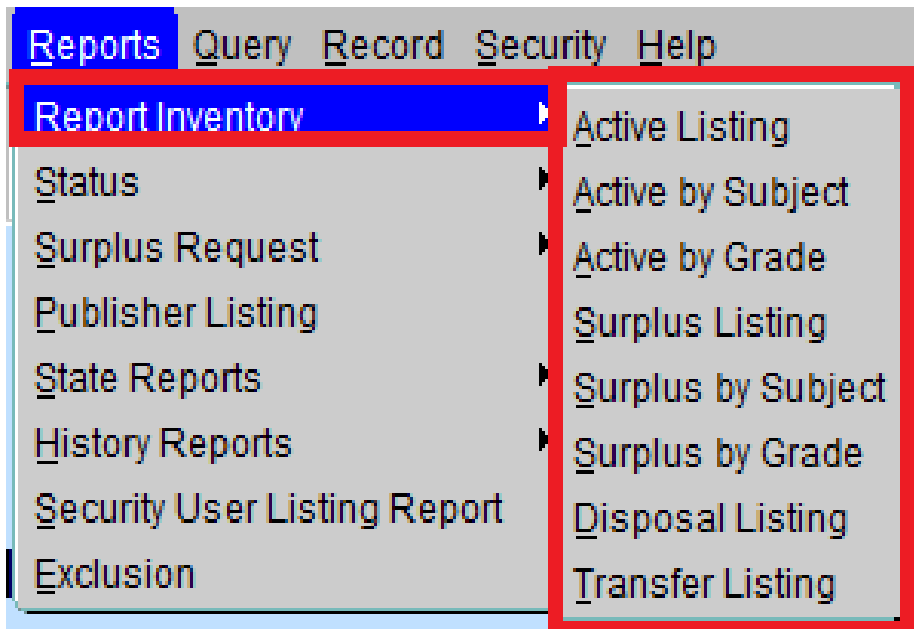
District: School: Total Qty:

Status	Reason for Denial	ISBN-13	ISBN-10	PE Qty	TE Qty	To Sch	Transfer Option	Transfer Date
APPROVED		9780000000000		5	0	0130 020	ACTIVE TO SURPLUS	06/17/2014
DENIED	Condition of the Book	9780618271269	0618271260	232	0	0130 028	ACTIVE TO SURPLUS	05/19/2014
DENIED	No Reason or Method	9780618271184	061827118X	20	0	0130 020	ACTIVE TO SURPLUS	05/15/2014
DENIED	No Reason or Method	9780618271191	0618271198	91	0	0130 020	ACTIVE TO SURPLUS	05/15/2014
DENIED	No Reason or Method	9780618271276	0618271279	45	0	0130 020	ACTIVE TO SURPLUS	05/15/2014
		9780618271245	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
	Error	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
TOTAL				2,301	150			

Book Title: Edition: Copyright Year: Inactive Ind:
Publisher: Book Grade: Cost: Fiscal Year:

TIMS Reports

- 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.





TIMS Reports

- The **Report Inventory** section contains reports for Active and Surplus by Listing, Subject, and Grade, Disposal Listing, and Transfer Listing.
- You may run the report with just the District/School that is selected or click the box next to the school name that says **All Schools** to get a listing of all schools within your district.

File Maintain Tables Inventory Requests Transfers Inquiry Reports Query Record Security Help

MISSISSIPPI DEPARTMENT OF EDUCATION
TEXTBOOKS INVENTORY

ACTIVE LISTING

District 0130 HOWARD SCHOOL DISTRICT All Districts

School 020 MC LAURIN TEST SCHOOL All Schools

Book Title

Publisher

ISBN

RUN REPORT



TIMS Reports

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



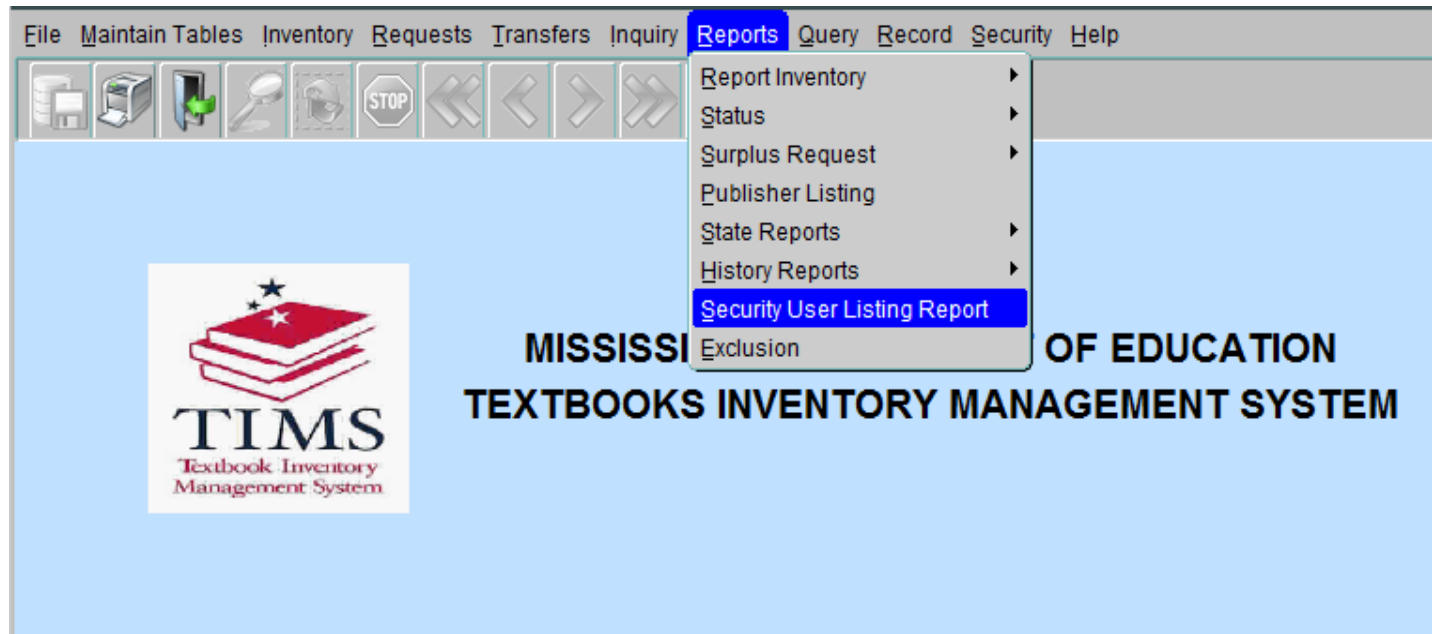
MISSISSIPPI DEPARTMENT OF EDUCATION
TEXTBOOK INVENTORY
ACTIVE LISTING
07/15/2014

Dist	Sch	ISBN-13	Book Title	Copyright	Publisher	PE Qty	TE Qty	Cond	Grade	Subject	Cost
		9780000000000	MARKET PANTRY	1990	BARNELL LOFT, LTD	75	0	N/A	04	ADVANCED CHEMISTRY	89.99
		9780021473311	M-LATIN AMERICA AND CANADA, 1999	1999	MACMILLAN/MCGRAW-HILL SCHOOL D	364	0	N/A	06	SOCIAL STUDIES GR. 6	42.77
		9780021475728	COMMUNITIES	1999	MCGRAW HILL	252	0	N/A	03	SOCIAL STUDIES GR 3	31.00
		9780021476060	UNITED STATES, 1999	1999	MCGRAW-HILL SCHOOL DIVISION	258	0	N/A	05	SOCIAL STUDIES GR 5	31.00
		9780021482658	M -MISSISSIPPI 1999 GRADE 4	1999	MACMILLAN/MCGRAW-HILL SCHOOL D	215	0	N/A	04	MS HISTORY GRADE 4	33.00
		9780021488230	M -COMMUNITIES 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 5	1999	MACMILLAN/MCGRAW-HILL SCHOOL D	163	0	N/A	05	SOCIAL STUDIES GR. 5	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	368	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
		9780022743017	OTTO OPPOSITE	1995	MACMILLAN	0	1	N/A	02	READING	.00
		9780022849689	M -HEALTH & WELLNESS, 2008, GR. 5	2008	MACMILLAN/MCGRAW-HILL INC	100	0	N/A	05	HEALTH	42.60
		9780026432160	GL -NUTRITION AND WELLNESS, 2000	2000	GLENCOE/MCGRAW-HILL PUB CO	5	0	N/A	09-12	GENERAL HOME ECONOMICS & LIVING SKILLS	33.99
		9780030154492	HRW-PSYCHOLOGY: PRINCIPLES IN PRACTICE, 1998	1998	HARCOURT SCHOOL PUBLISHERS	10	0	N/A	09-12	PSYCHOLOGY	48.75
		9780131816589	PH WORLD STUDIES WESTERN HEMISPHERE	2005	PRENTICE HALL	387	0	N/A	06	SOCIAL STUDIES	
		9780153064135	HBJ-RHYTHM AND RHYME, STU ANTHOLOGY, LEV K/1, 1997	1997	HARCOURT SCHOOL PUBLISHERS	5	0	N/A	01	READING READINESS-BASAL	14.85
		9780153340437	HARCOURT SCIENCE	2002	HARCOURT SCHOOL PUBLISHERS	402	0	N/A	05	SCIENCE GR 5	41.62
		9780153340444	HARCOURT SCIENCE GRADE 6	2002	HARCOURT SCHOOL PUBLISHERS	458	0	N/A	06	SCIENCE GR 6	
		9780382348914	AW -SILVER BURDETT GINN MATHEMATICS, GR. 1, 2001	2001	SCOTT FORESMAN	7	0	N/A	01	MATHEMATICS GR 1	22.86
		97803823463108	AW -MS SILVER BURDETT GINN MATHEMATICS GR. 5 2001	2001	SCOTT FORESMAN	604	0	N/A	05	MATHEMATICS GR. 5	41.95
		97803823463115	AW -MS SILVER BURDETT GINN MATHEMATICS, GR. 6, 2001	2001	SCOTT FORESMAN	721	0	N/A	06	MATHEMATICS GR. 6	41.95
		9780558372156	MS SCIENCE EXPLORER	2011	PEARSON EDUCATION (PRENTICE HALL)	75	0	N/A	06	SCIENCE	74.97
		9780558381509	MS SCIENCE EXPLORER TEACHER EDITION	2011	PRENTICE HALL	0	50	N/A	06	SCIENCE	
		9780618271214	HM -HMR MS. TREASURES, GR. 1-4, 2004	2004	HOUGHTON MIFFLIN COMPANY	150	0	N/A	01	READING	21.75
		9780618271283	EXPEDITIONS	2004	HOUGHTON MIFFLIN CO.	395	0	N/A	05	READING	45.75
		9780618271290	TRUMPHS	2004	HOUGHTON MIFFLIN CO.	390	0	N/A	06	READING	45.75
		9780618423637	HM SOCIAL STUDIES UNITED STATES HISTORY	2005	HOUGHTON MIFFLIN	316	0	N/A	05	SOCIAL STUDIES	
		9780618611218	HM -HOUGHTON MIFFLIN ENGLISH, 2006, GR. 5	2006	HOUGHTON MIFFLIN COMPANY	486	0	N/A	05	ENGLISH	51.48



Security User Listing Report

- The Security User Listing Report is a listing of all users in the district; it includes first and last name of the user, the user name, and the role of the user.
- To obtain a Security User Listing, click **Reports** and select **Security User Listing Report**.





Security User Listing Report

- The Textbook Coordinator must then select a school for which to run a report. The Run Report form will display.
- Click the box next to the school name that says **All Schools** to get a listing of all schools within the district.

The screenshot shows the 'MISSISSIPPI DEPARTMENT OF EDUCATION TEXTBOOKS INVENTORY' application. The title bar includes menu items: File, Maintain Tables, Inventory, Requests, Transfers, Inquiry, Reports, Query, Record, Security, Help. The toolbar contains icons for home, printer, refresh, search, stop, and navigation arrows. The main content area features the TIMS logo and the text 'MISSISSIPPI DEPARTMENT OF EDUCATION TEXTBOOKS INVENTORY'. Below this is a button labeled 'SECURITY USER LISTING REPORT'. The form contains the following fields and options:

- District: HOWARD SCHOOL DISTRICT All Districts
- School: MC LAURIN TEST SCHOOL All Schools
- Book Title:
- Publisher:
- ISBN:

At the bottom of the form is a button labeled 'RUN REPORT'.

Things to Remember in TIMS

- Textbook inventory should be entered year round! When you receive textbooks, please enter inventory into TIMS, **immediately!**
- Use the ISBN-13 that is located **inside** the book on the copyright page.
- Textbooks that are **12 years or older** should not be in the Active Listing in TIMS ! It is an Accreditation violation. These textbooks should be transferred to Disposal.
- **Save** after every transaction.

Questions and Contact Information

- Questions?
- Contact Chauncey Spears, Textbook Procurement Director crspears@mdek12.org
- Lakisha Kendrick, Administrative Assistant lkendrick@mdek12.org
- Textbook Office Phone 601-576-4950