# Textbook Inventory Management System (TIMS)

## Policies, Procedures, and Best Practices for Local Districts

**Elizabeth Simmons**  
Instructional Materials and Library Media Director

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## State Board of Education  
**STRATEGIC PLAN GOALS**

<table>
<thead>
<tr>
<th>1</th>
<th><strong>ALL</strong> Students Proficient and Showing Growth in All Assessed Areas</th>
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</thead>
<tbody>
<tr>
<td>2</td>
<td><strong>EVERY</strong> Student Graduates from High School and is Ready for College and Career</td>
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<tr>
<td>3</td>
<td><strong>EVERY</strong> Child Has Access to a High-Quality Early Childhood Program</td>
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<td>4</td>
<td><strong>EVERY</strong> School Has Effective Teachers and Leaders</td>
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<tr>
<td>5</td>
<td><strong>EVERY</strong> Community Effectively Uses a World-Class Data System to Improve Student Outcomes</td>
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<tr>
<td>6</td>
<td><strong>EVERY</strong> School and District is Rated “C” or Higher</td>
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</table>
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

Textbook Accountability Standard 19


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

- 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

Definitions

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.
TIMS Access

TIMS Access: Website

NOTE: Download Java to use TIMS

Website: https://www.mdek12.org/OAE/OEER/TextbookAdoptionProcurement
TIMS Access: Login

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

Database: MDED

TIMS Access: Adding Books into the System

State-adopted textbooks are entered into TIMS by the MDE

Non-state-adopted textbooks must be entered at the school or district level
**TIMS Access: Adding Books into the System**

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

**TIMS Access: Active Inventory**

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

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

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

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](https://www.mdek12.org/OAE/OEER/TextbookAdoptionProcurement)

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**TIMS Access: Determination of Disposable Textbooks**

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
TIMS Access: Request Surplus

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.

TIMS Access: Request Surplus


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.
**TIMS Access: Request Surplus**

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**

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
**TIMS Access: Approve/Inquire Requested**

**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.

**TIMS Access: Approve Surplus Transfer**

- 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.
**TIMS Access: Approve Surplus Transfer**

- 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.

### TIMS Reports
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 Access: Report Inventory

- 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
NOTES: 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

- 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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### Elizabeth Simmons

Instructional Materials and Library Media Director  
esimmons@mdek12.org