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

Office of Elementary Education and Reading

Chauncey Spears, Director- Textbooks

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

©MDE – Board of Education Strategic Plan

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
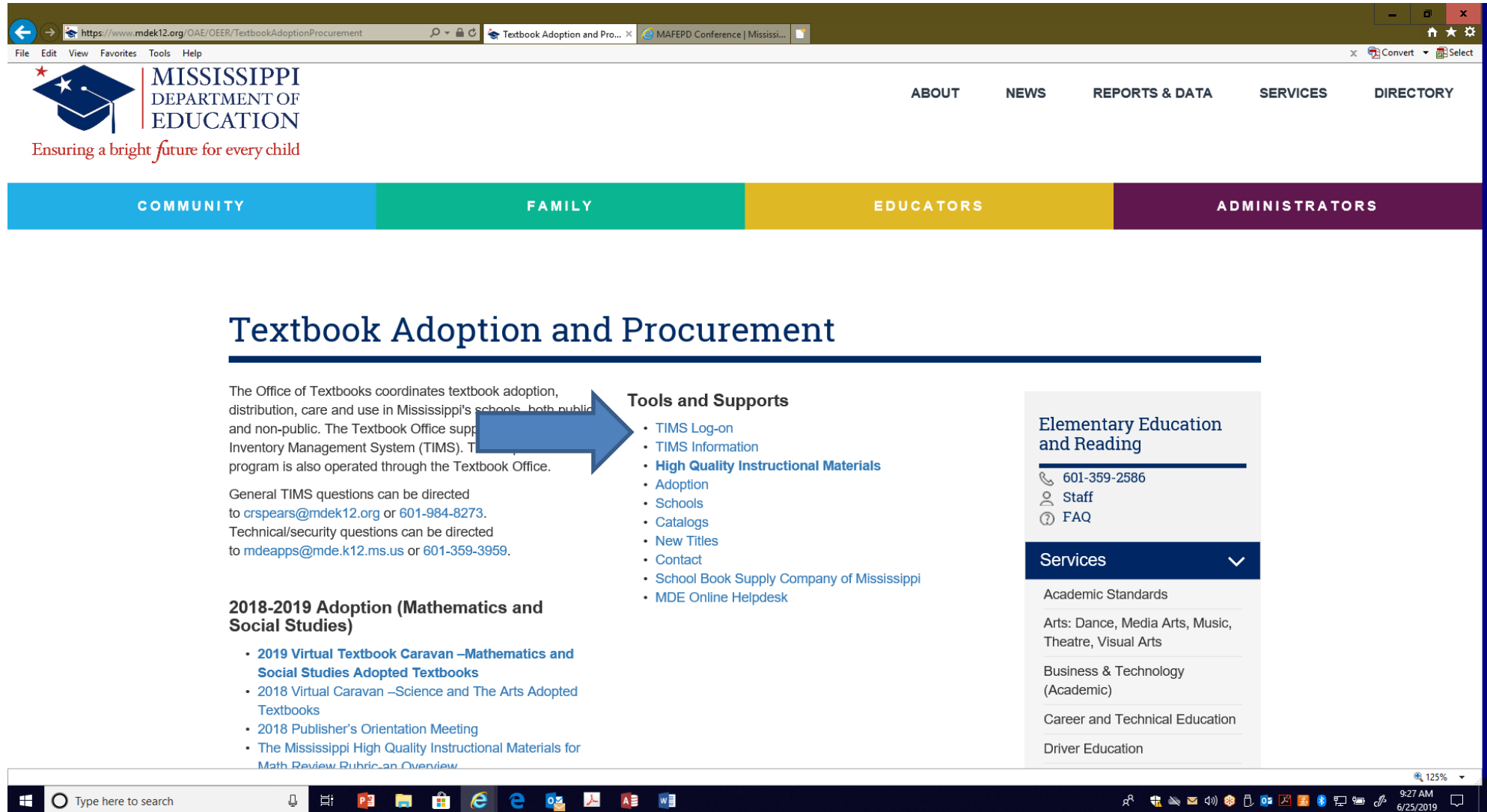
19. The school district is in compliance with state law and State Board of Education policies for state adopted textbooks. {MS Code 37-43-1, 37-43-24, 37-43-31(2), 3743-51, 37-9-14(2)(b), and 37-7-301(ff)} (7 Miss. Admin. Code Pt. 3, Ch. 79, R. 79.1, R. 79.2) (Refer to the Current Edition of *Textbook 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, 37-914(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 37-4351} (Refer to the current edition of the Textbook Administration Handbook Rules and Regulations.)

- 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](#)

- 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/Workbooks (including consumables) that were procured with state dollars need to be documented in TIMS*

Log into TIMS

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

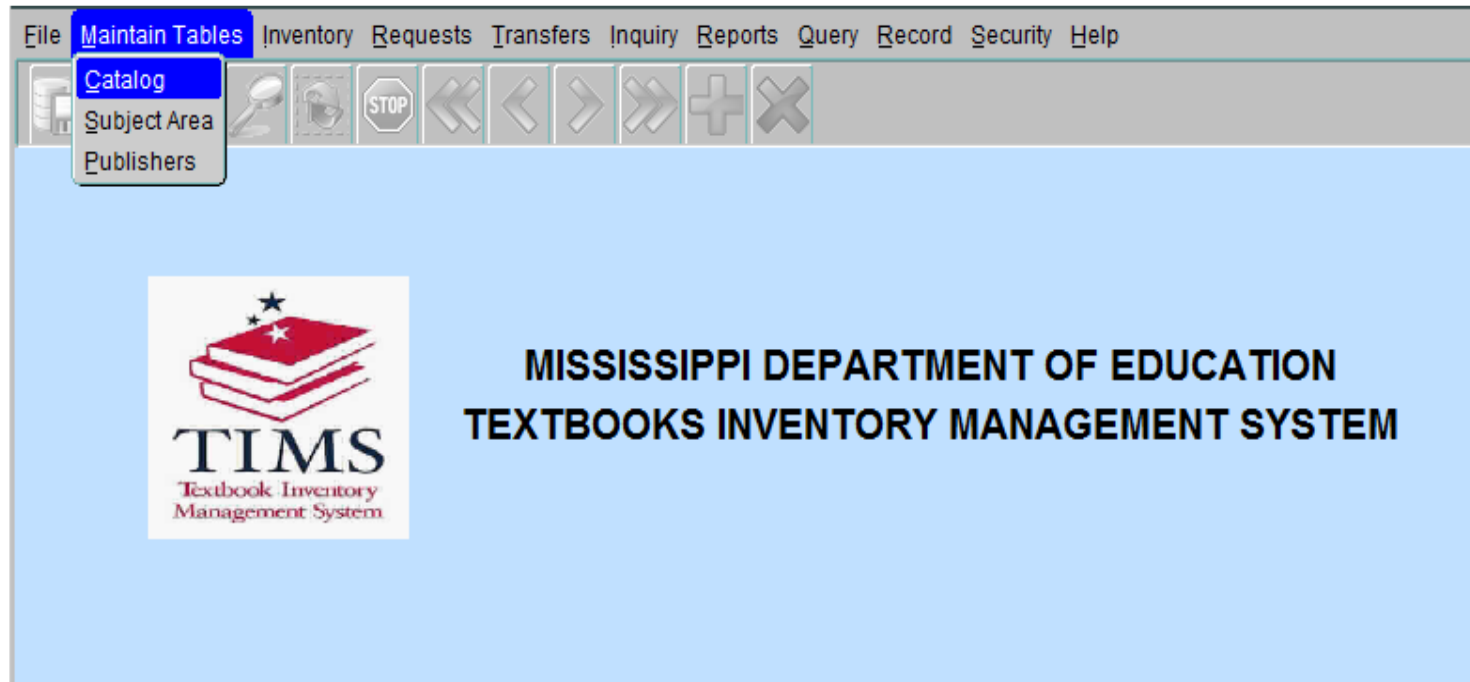# Adding Books into the TIMS System

- Textbook titles that <u>are</u> State Adopted are entered into the system by the MDE.

- Textbooks that <u>are not</u> State Adopted must be entered into TIMS locally. This is done by updating the Catalog in TIMS

Adding Books into the TIMS System

- 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.

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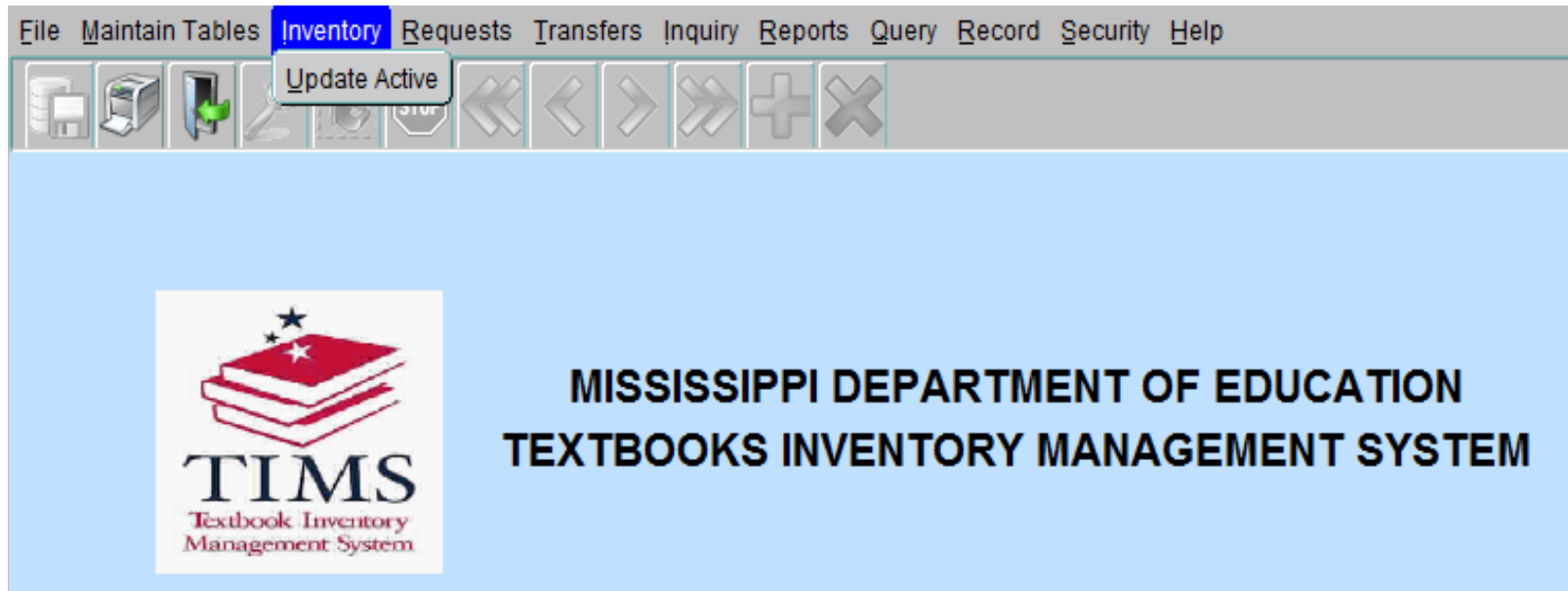
Active Inventory

- 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.

- Enter the 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

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.
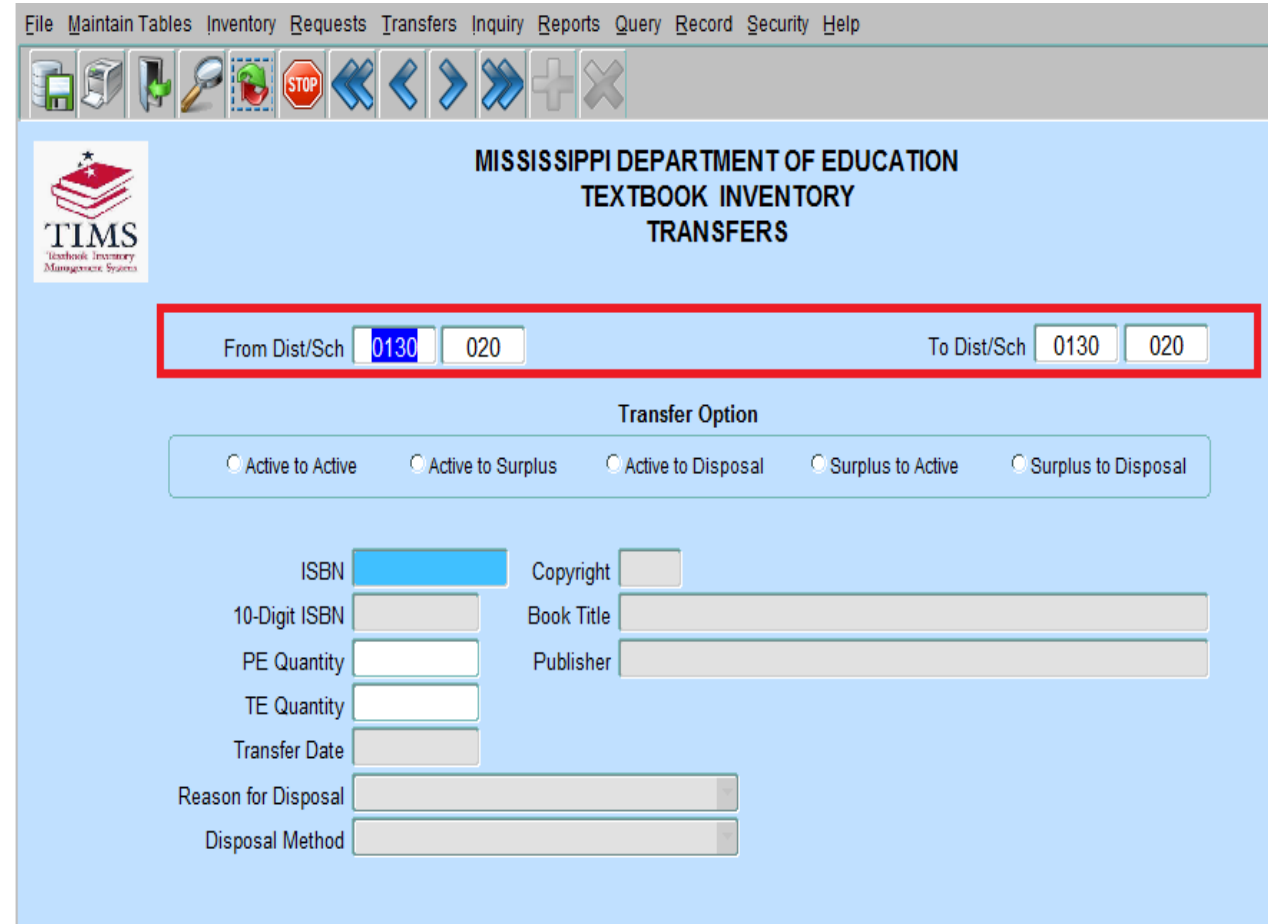
- From File Menu, select "Transfer", then "Request Transfer"
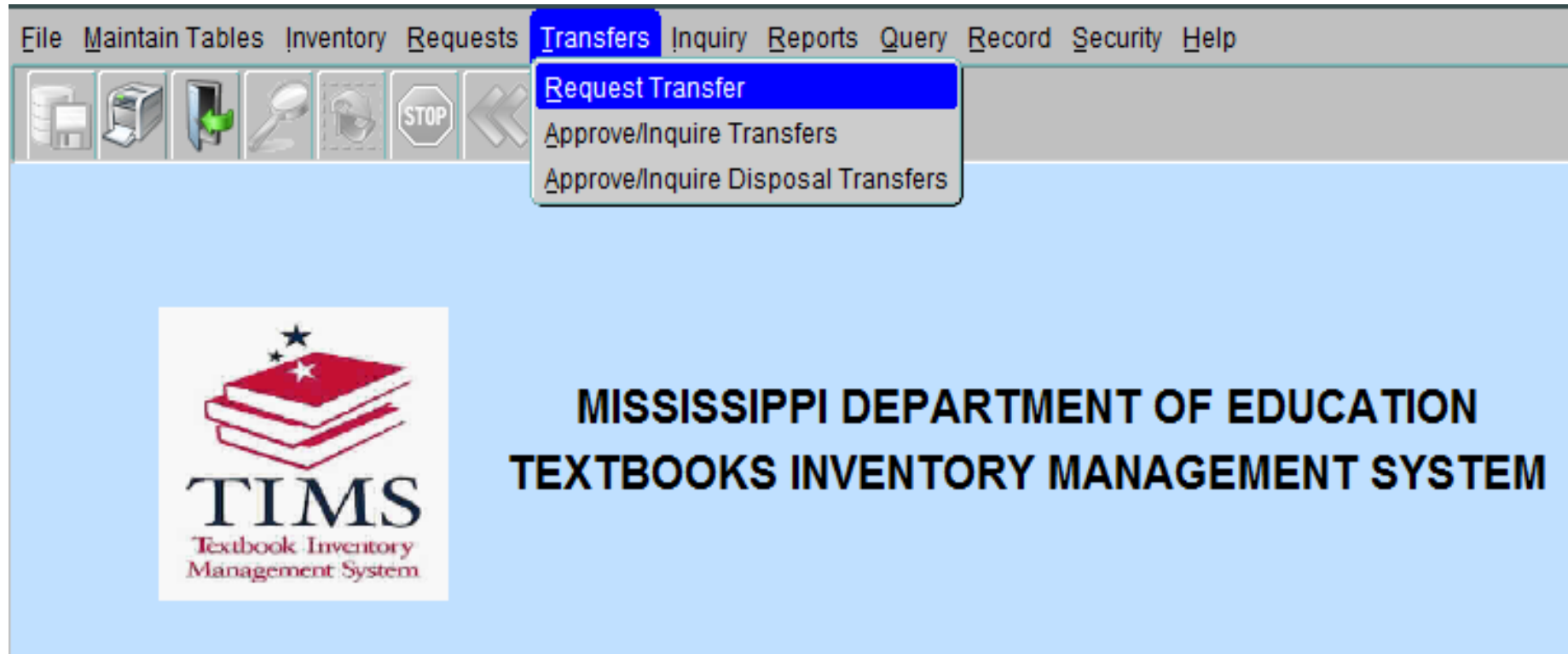
Active to Disposal Transfer

- 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.

- To Select the "**To District/School**", Double Click on the field and select the school from a drop down menu. DO NOT TYPE IN SCHOOL NUMBERS.

- When the **From Dist/Sch** and **To Dist/Sch** have been populated, the **Transfer** form will display.

- 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 (after new standards are adopted),
    - or the textbooks may be physically worn-out to the point that it is not feasible or practical for continued use.
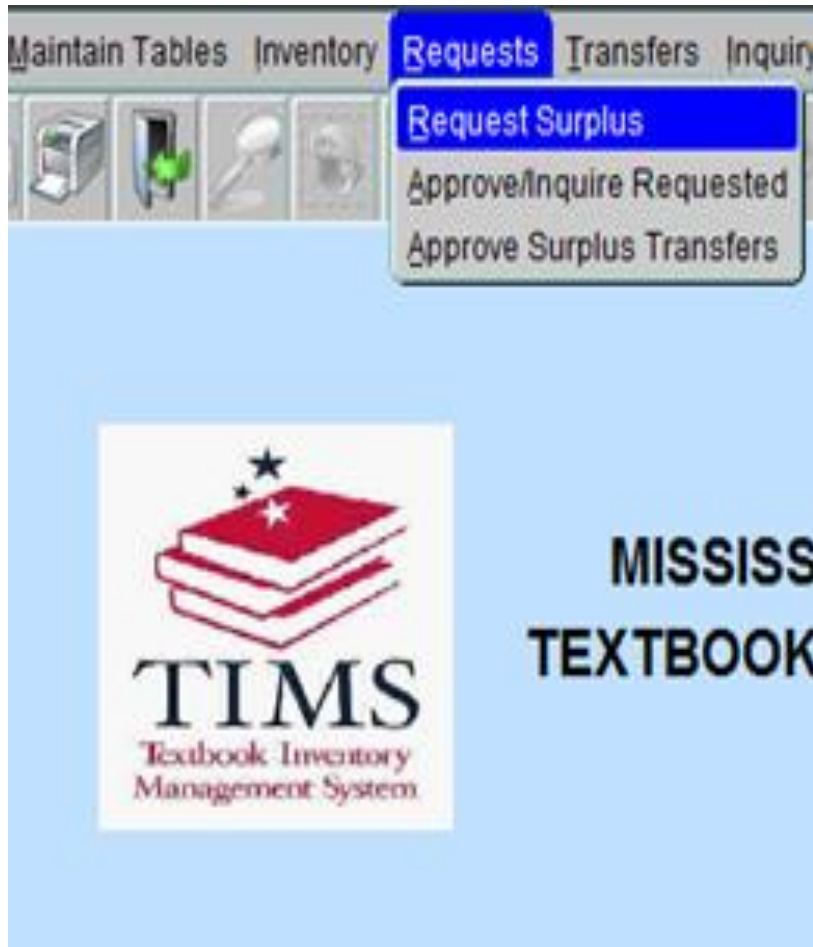
Request Surplus

- If you want to search for a book on the surplus listing, start by doing a search under the "Request Surplus" function
- Click **Requests** on the **TIMS** file menu and choose **Request Surplus**.
- If you are a Textbook Coordinator, select the school that will receive the textbooks and click **OK**.
- School information in the **Requester Information** section of the Request form will be automatically populated.

Request Surplus

- Enter a valid ISBN and press tab key

- The Catalog Information section will automatically populate based on your selection.

- Enter the number of textbooks needed into the **PE Quantity** or **TE Quantity** fields.

- Click the **District Search** button or the **Statewide Search** button.

- If textbooks are available within the selected district, the **District Search** button will be highlighted for you to click.
- If there are no textbooks available within the selected district, the **Statewide Search** button will be highlighted.
- If there are no textbooks available anywhere, a message will display indicating that there are no books available in surplus for this ISBN.

Forms

There is no PE book available in the Surplus for 9780324171891

OK
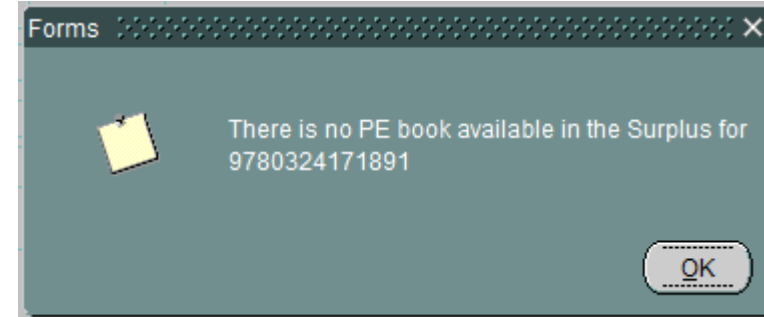
- Once surplus inventory has been located and populated in the Request Surplus form, Save the information by choosing **Save** from the **File** Menu or click on Save icon on toolbar. A message will display indicating that the transaction was added/updated successfully.

- Click **OK**. Exit the form by selecting Exit from the File menu, or Click Exit button on the toolbar.
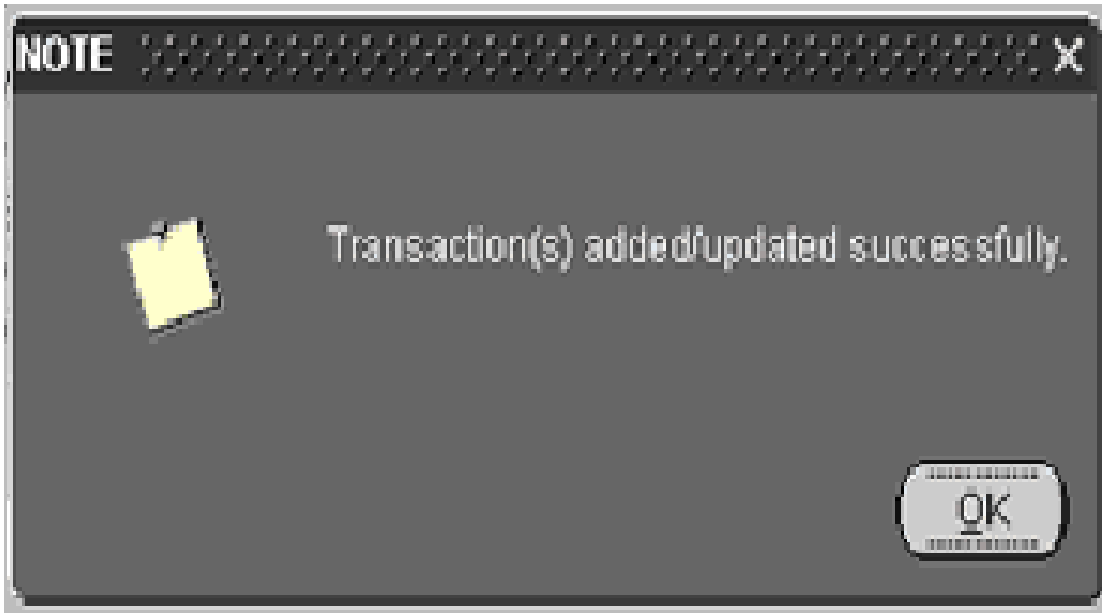
NOTE

Transaction(s) added/updated successfully.

OK

Request Surplus

Overview of form
- **Catalog Information**
- **Requestor Information**
- **Location of Surplus**
- Once this information has been saved, contact the school /district where the surplus is located to arrange physical transfer.

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.**

Textbook Coordinator Role
Select **School Number** and the **Approve/Inquire Requested** form will display. You will Approve, Deny or Pend a request.

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

Approve/Inquire Requested

- The small scroll bar can be used to scroll through the **Approve/Inquire Requested** entries, however the cursor must be on a specific ISBN in order to change information or view catalog information.

- Textbook Coordinators may change the status of a surplus request to **Approved**, **Pending**, **Denied**, or 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.

- Save the information by choosing **Save** from the **File** Menu.
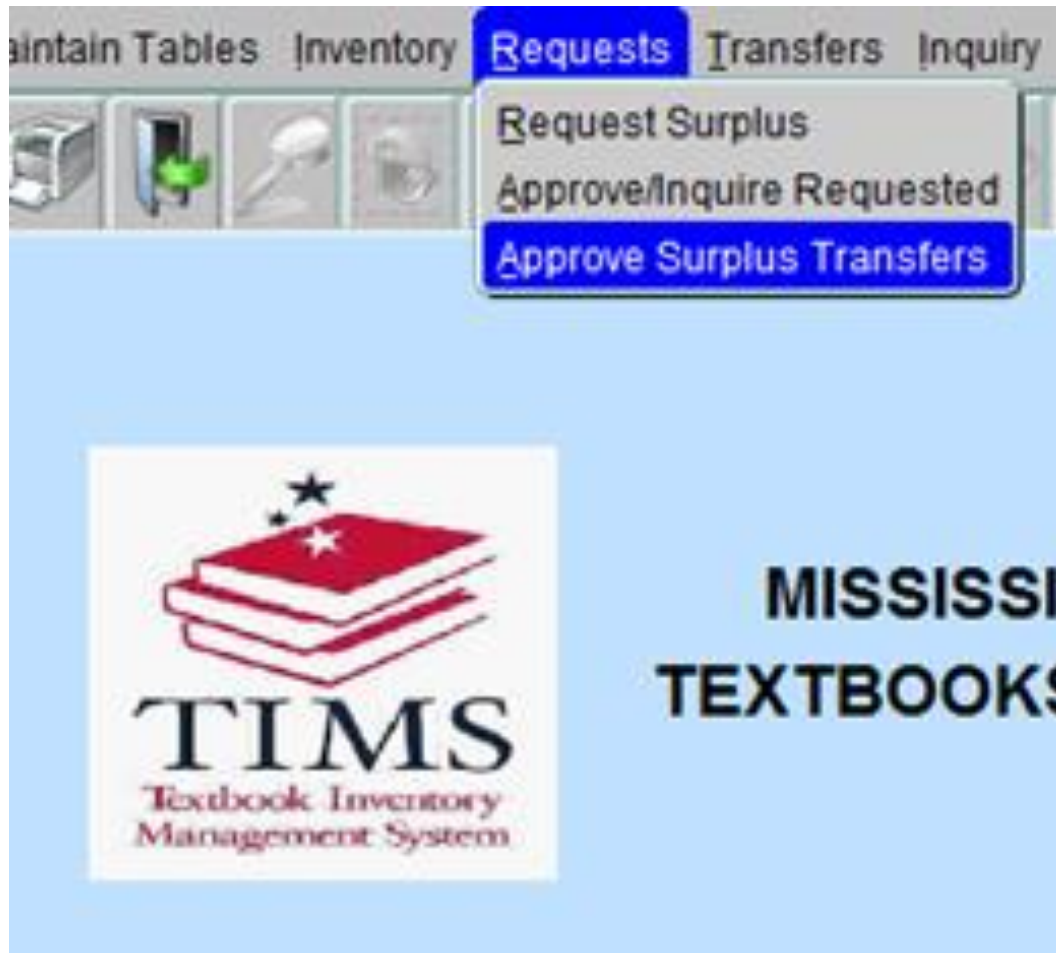
- The Textbook Coordinator has the ability to change the status of surplus requested from another District/School by clicking on the **Requests** menu and selecting **Approve Surplus Transfers**.

- 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.

Approve Surplus Transfers

- 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.

- **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.

- 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.
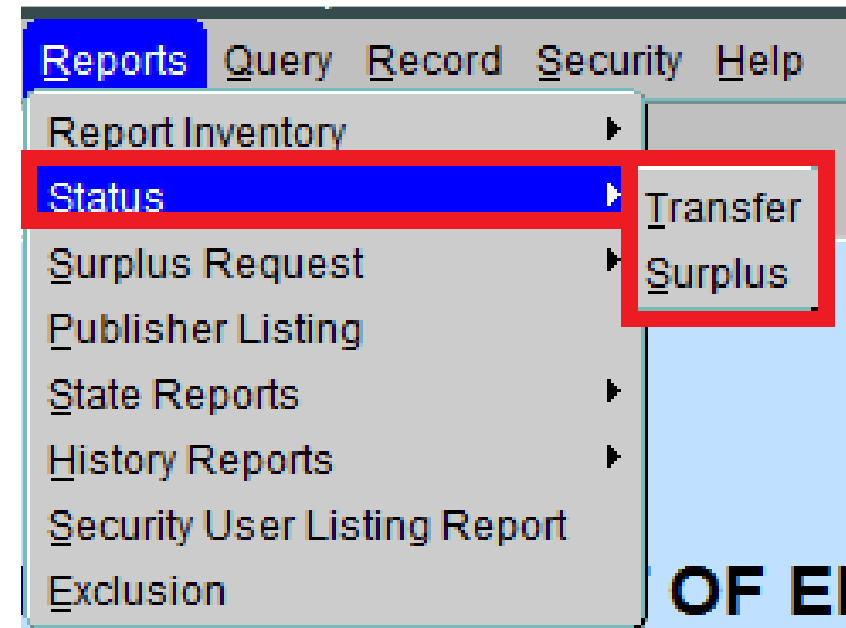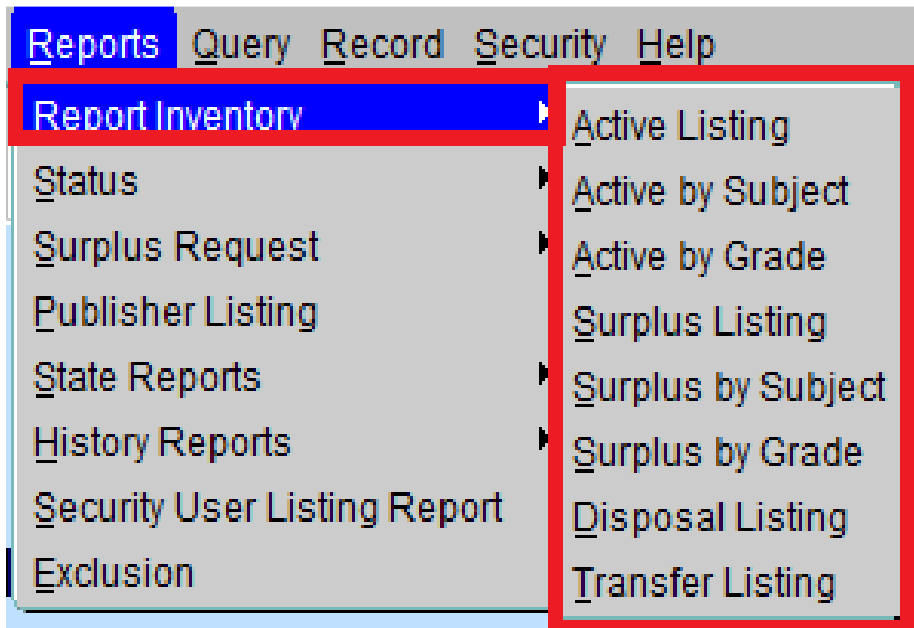
TIMS Reports

- 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.

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	
		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
		9780382363108	AW -MS SILVER BURDETT GINN MATHEMATICS GR 5 2001	2001	SCOTT FORESMAN	604	0	N/A	05	MATHEMATICS GR 5	41.95
		9780382363115	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	TRIUMPHS	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

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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**.

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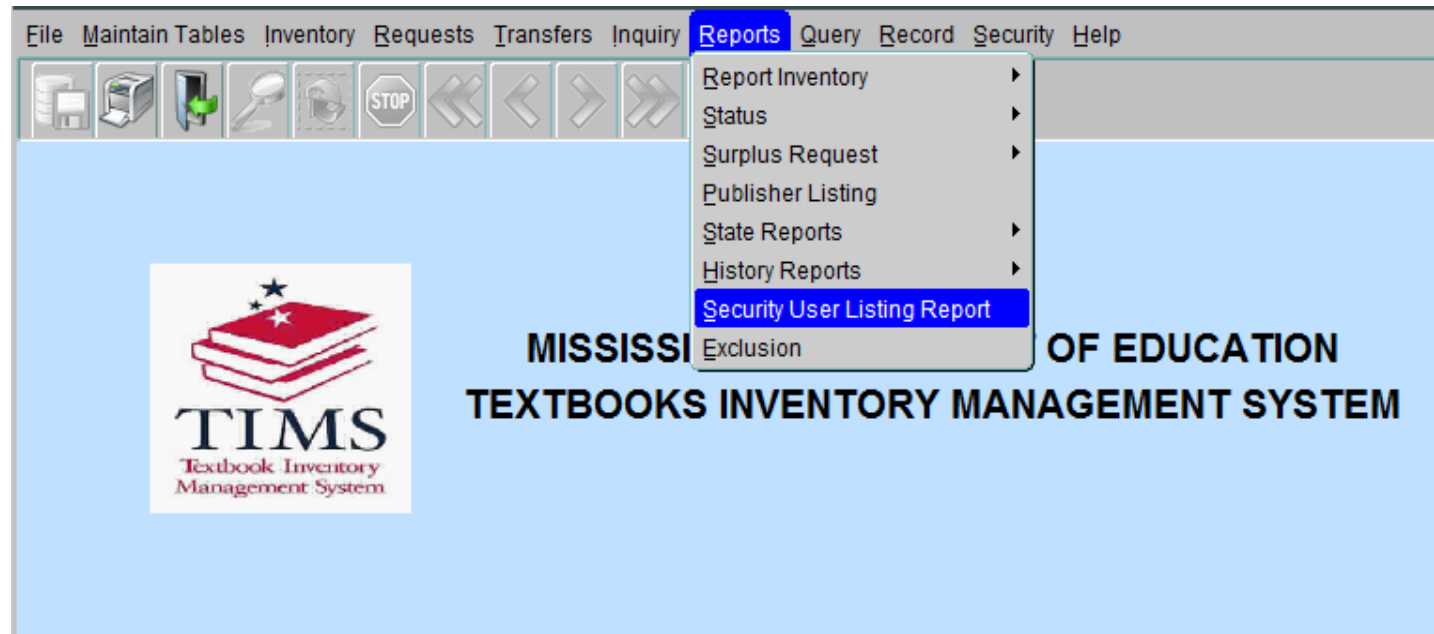
- The Textbook Coordinator must then select a school for which to run a report. The Run Report form will display.
- Click the box next to the school name that says **All Schools** to get a listing of all schools within the district.

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

**MISSISSIPPI DEPARTMENT OF EDUCATION
TEXTBOOKS INVENTORY**

SECURITY USER LISTING REPORT

District 0130   HOWARD SCHOOL DISTRICT   All Districts ☐

School 020   MC LAURIN TEST SCHOOL   All Schools ☐

Book Title

Publisher

ISBN

RUN REPORT

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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.
- Log out of TIMS after every 3-4 transactions to let the system refresh.

- Questions?
- Contact Chauncey Spears, Textbook Procurement Director crspears@mdek12.org
- Textbook Office Phone 601-984-8273