

Developing a Strategy for Effective Use of Booktracks 2012

When considering Booktracks for textbook and asset management, Textbook Coordinators should take into account the following list of logistical matters.

- **Choosing one of these options for using Booktracks.**
 - ASP option (hosted by Book Systems)
 - A server (computer) for Booktracks purchased by the district (hosted internally within the district).
- **Coordinating with Book Systems to install Booktracks on a server.**
- **Deciding what personnel at the central office and individual schools will need access to Booktracks.**
- **Determining which type of implementation process is needed for textbooks and assets.**
 - Migration from manual to automated tracking.
 - Migration from another automated system.
 - Purchase data load or conversion from Book Systems, OR consider staff needed for manual entry of textbook or asset data.
- **Determining the data needed to export patron records from the District Student Administrative Management System and import them into Booktracks.**
- **Determining if records for equipment (eReaders, computers, DVD players, and more) need to be added to Booktracks.**
- **Determining if course information will be added to Booktracks. If so, consider whether this will be a manual entry or purchase a data load from Book Systems if you are able to get this data in the correct formatted file.**
- **Deciding upon the storage arrangement(s) for textbooks and possibly equipment at the district level.**
 - Repository for all items in a central location.
 - Items stored per school.
 - Special storage arrangements, if any.
- **Deciding upon the scope of the textbook and asset tracking.**
 - Student editions of textbooks.
 - Teacher resources/teacher editions of textbooks.
 - Classroom sets of texts.
- **Developing a strategy for barcoding the textbooks and equipment.**
 - Decide where barcodes will be attached to the items (uniformity).
 - Decide whether label protectors will be placed over barcodes.
 - Decide who will attach barcodes and/or label protectors.

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- Decide when barcodes and/or label protectors will be applied.
- **Ordering sufficient barcodes for the initial project with some available for future additions.**
- **Purchasing sufficient barcode scanners to expedite distribution of textbooks/equipment.**
- **Determining logistics for transfer of textbooks/equipment from one location to another.**
- **Choosing date(s) for distribution and setting up Item Loan Periods so due dates will automatically be assigned based on how long the students will need them (Semester, Yearly, etc.).**
- **Setting expectations for reports.**
 - Choose types of reports.
 - Decide frequency of running reports.
- **Setting expectations for Form Letters.**
 - Decide upon text of letters to be sent to students and parents at the time of distribution.
 - Decide upon text of letters related to overdue (unreturned) textbooks and assets for faculty and students.