

## GENERAL QUESTIONS

### **Q: What is the purpose of textbook caravan?**

A: Textbook caravan gives local school districts the opportunity to review textbooks and materials that were approved by the State Board of Education for the current adoption year.

### **Q: When are textbook ballots due?**

A: Textbook ballots are normally due 35 days after districts attend caravan, unless other changes are made accordingly.

### **Q: What subject area is being adopted for the upcoming year?**

A: The Future Adoption Calendar can be found in the "Schools" section of our site.

### **Q: How do I find out what was adopted in 1975?**

A: This information will have to be researched on an individual case-by-case basis, and responded to as soon as possible.

### **Q: What are my acceptable methods of disposal?**

A: Disposal procedures can be found on page 19 of the Textbook Administration Handbook.

### **Q: How old can textbooks be before they are disposed of?**

A: Typically, is a textbook's copyright date is 12 years old from the current year, the textbook should be disposed of.

## GENERAL TIMS QUESTIONS

### **Q: How do I obtain a TIMS login?**

A: See the "TIMS Information" section of the Textbook, Adoption and Procurement website. A User Profile form can be there. Please fax one copy to the number included on the form or e-mail a completed copy to the address listed on the form, and mail the hard copy to the address listed. Be sure to sign the form in blue ink.

### **Q: What if I forget my TIMS login information?**

A: To obtain User Name Information you can contact the TIMS administrator at [tims@mdek12.org](mailto:tims@mdek12.org).

**Q: How do I receive a list of TIMS users for my district?**

A: The Security User Listing Report is available in TIMS. This report will allow you to see the users in your district and their roles. In order to run this report, click on Security followed by a secondary click on "Security User Listing Report".

**Q: Our district had had many administrative changes. How do I update the security user listing?**

A: In order to update this list you will need to complete a separate TIMS 2 form for each user you want deleted. The form is available on the textbook Procurement Website at <http://www.mde.k12.ms.us/ESE/TAP/tims> under the link "TIMS Security Form: User Profile". Choose the delete user option in the "type of request section". Make all signatures in blue ink. Mail your hardcopy, fax or e-mail an additional copy and keep another for your personal records.

**Q: Are there any upcoming TIMS trainings?**

A: Currently, no TIMS trainings have been scheduled. Please contact the Textbook Procurement Office to schedule technical assistance for TIMS.

**Q: Where should I be at this point of the school year with my textbook inventory?**

A: During the year you should be actively updating any newly purchased books, as well as maintaining your disposal list with all books that are 12 years or older.

**Q: My district's technical department has completed all recent TIMS updates, but all of my options within TIMS remain grayed out. How can I get this issue resolved, so I can move along with my inventory updates?**

A: This is a technical issue. You will need to contact our technical support department at 601-359-3487.

**Q: When opening a new school, what do I do with the textbook inventory from the previous school?**

A: Once the new school is added to TIMS by the Office of Technology and Strategic Services (OTSS), you may do an active to active transfer. The books may be transferred from either the active listing of the old school to the active listing of the new school, or you may transfer from the active of the old school to any school in the district that will be using the textbooks.

Please note that the textbook coordinator for your district will have to approve these transfers in order for the books to transition.

**Q: Who approves my books for disposal?**

A: After being reviewed, the request is approved by the Textbook Office.

**Q: How will I know when disposal books have been approved?**

A: Once the books have been approved by the Textbook Office, they will automatically transition from active or surplus to your disposal listing.

**Q: How do I request surplus textbooks?**

A: In TIMS, click on request-→request surplus→Choose your district and school number→enter ISBN#→select Teacher Edition (TE) or Pupil Edition (PE)→ enter quantity needed→Click Save→Click Ok.

Be sure to select the school district that has the quantity requested.

**Q: How do I convert a 10-digit ISBN to a 13-digit ISBN?**

A: Go to [www.schoolbook-ms.com](http://www.schoolbook-ms.com), click on title search, click on ISBN converter, enter the ISBN# and select convert ISBN.

TEXTBOOK ORDER QUESTIONS

**Q: How do I place a textbook order for my school?**

A: An order form can be sent via fax or e-mail for all companies excluding School Book Supply. All School Book Supply orders should be completed on-line, and you may place a call to the Textbook Office for the order to be released.

**Q: How much funding do I have available for ordering?**

A: You should receive your official allocation letter in August, but for month-to-month balances call the textbook office at 601-576-4950 or e-mail [lkendrick@mdek12.org](mailto:lkendrick@mdek12.org) .

**Q: Where can I find the list of approved textbooks?**

A: A list of approved textbooks can be found on our site. Under Textbook Resources, select "New Titles". Not only will you find the approved textbooks for the current year, approved titles from previous years should be listed as well.

**Q: Where can I obtain ISBN information?**

A: Visit the School Book Supply Company site at [www.schoolbook-ms.com](http://www.schoolbook-ms.com) and perform a Title Search. This tool can be used to obtain ISBN as well as pricing information.

## PUBLISHER'S QUESTIONS

### **Q: When will the Textbook Adoption Process begin?**

A: The Adoption process officially begins with the release of the "Call For Bids" each year. The release happens in early August each year.

### **Q: What are the responsibilities of Publishers during the Adoption Process?**

A: The policies and procedures for publishers who wish to submit materials for bid are outlined in the Textbook Adoption and Procurement Handbook found online at [http://www.mde.k12.ms.us/ESE/TAP/adoption\\_starting\\_on\\_page\\_47](http://www.mde.k12.ms.us/ESE/TAP/adoption_starting_on_page_47). This information is also found in the Call for Bids released each year.

### **Q: What subject area is being adopted for the upcoming year?**

A: The Future Adoption Calendar can be found in the "Schools" section of our site.

### **Q: The Publisher's responsibilities section of the textbook handbook notes that publishers are permitted to submit textbooks for bid "in only one category". What constitutes a textbook bid "in only one category"?**

A: A textbook bid "in only one category" is a singular textbook or instructional program submitted in a specific subject area and/or grade level. For example, ACME Publishing's *Science* is a title of a textbook or program, and that textbook can be submitted in multiple grade levels, if the publisher has grade level editions of that title.