

## Typical Calendar of Textbook Management Activities

MONTH		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
↓ ACTIVITY ↓													
<b>Analysis of Need</b>				x			x			x			x
<b>Collect Books</b>	Worn Out							x					
	Paid For	x	x	x	x	x	x	x	x	x	x	x	x
	Discontinued						x						
	Re-bind						x						
<b>Distribute Books</b>	Annual Order							x	x				
	Supplemental	x	x	x	x	x	x			x	x	x	x
<b>Enroll. Projections</b>	Update			x			x			x			x
	Initial		x										
	Final					x			x				x
<b>Physical Inventory</b>	Warehouse	x						x					
	Campuses						x	x	x				
<b>Rearrange Storage</b>	New Books						x						
<b>Order Books</b>	Annual Order - Campuses					x							
	Annual Order - District				x								
	Supplemental	x	x	x	x	x	x			x	x	x	x
<b>Procedures</b>	Review					x							
	Recommend						x						
	Update (Manuals)							x					
<b>Policies</b>	Review	x											
	Recommend		x										
	Update (Manuals)			x									
<b>Ship Books</b>	Returns						x			x	x		x
	Re-binding						x						
	Disposal							x					
<b>Titles</b>	Review Samples		x					x					
	Selection	x										x	x
	New (add to records) Old (update records)		x	x									
<b>Training</b>	Campus Personnel												
	End of Year Procedures					x							
	Year Opening Procedures								x				
<b>Training</b>	District Personnel												
	Receive Books Procedures						x						
	Distribute Books Procedures								x				