



## **Education Materials & Book Inventory Procedure**

### **GENERAL PLAN / APPROACH**

The education department will utilize the Education Materials Center Inventory and the Book Inventory to keep up to date on materials and books available at centers and to determine future needs for each center. These inventories will be used to inform purchasing of center materials and books.

#### **HEAD START PROGRAM PERFORMANCE STANDARDS:**

1302.31 Teaching and Learning Environment

1302.32 Curricula

### **Procedures:**

#### **Electronic Center Materials / Book Inventory**

- Centers will use standardized electronic materials and book inventories.
  - Do not make format changes to these forms.
- Center inventories are located on the One Drive and shared with those who need access to them. Contact the Education Coordinator if you need access.
- Area Assistants will update inventories when materials and books are added or discarded when they are no longer usable. When items are discarded, change the count to reflect current count (including zero) rather than deleting items from the inventory, unless items will never be re-ordered.
- If books or materials need replaced, order replacements when noted if budget allows.
- Record the condition of books and materials by leaving the “Condition” column blank if the item is still useable, or mark with an “N” if the item needs replaced.
- Materials and books are not to be used in the classroom prior to being added to the inventory.
  - Send the packing slip to Fiscal
- The inventories will be used to prioritize the purchase of needed furniture, materials and books.

- At least annually, education management will review books to see which ones have gone out of print to find a replacement. Out-of-print books are generally identified during the purchasing process; place a checkmark in the *Out of Print* column on the inventories if you discover a book is out of print. An out-of-print book can often be found used; if it is in “like new” to “very good” condition and the price is reasonable, it may be purchased.