Follett Destiny – Site Purchased Copies

I. Overview

Follett Destiny provides centralized information about the identification, location, and availability of District-purchased Board-adopted textbooks. This information enables the District to respond to textbook requests in the most efficient and cost effective manner possible – by reallocating available District textbooks from another site or purchasing new ones as necessary.

Copies of textbooks which have been purchased by a school site and not by the District belong to the purchasing site. Copies purchased with site funds are known as “Site Purchased Copies”. In order to ensure that the textbook request fulfillment process is not impacted by the inclusion of site purchased copies, these copies must be differentiated within Follett Destiny. Undifferentiated site purchased copies will otherwise be included with District-purchased textbook inventories and made available as surplus assets by Follett Destiny for intra-District transfer.

PLEASE NOTE: The District may require proof of ownership to support the transfer of assets from District-ownership to site-ownership under this process. Site purchased copy inventories may be periodically audited to ensure accuracy.

II. Formatting and Cataloguing

To distinguish site purchased copies of textbooks from District purchased copies, the following formatting must be used:

- Site purchased copies must use a site barcode.
- Site purchased copies must be catalogued under a title entry preceded by “Site Purchased Copy” (without quotation marks), e.g. “Biology” (District-owned) vs. “Site Purchased Copy – Biology” (site-owned). If the listing does not exist, e-mail the Instruction Materials Technician to have it added.
Aside from these formatting differences, site purchased copies are catalogued in the same manner as other textbooks. Copies may be added or deleted as necessary, following appropriate guidelines for both procedures. However, site purchased copies must remain at the purchasing site and should never be transferred between sites. Similarly, when placing a request in Follett Destiny, do not to place requests for a “Site Purchased Copy” title: