

Tennessee Book Company

Ancillary Material

Randy S. Collignon
General Manager
01/06/11

TN Book's Role

- Ensure proper
 - packaging of materials
 - identification of materials
 - delivery of material
- Report timeliness of delivery to SDOE
- Distribute materials based on ratios outlines in policy

TN Book Procedures - Publisher

- Place textbook orders in late April based on adoption forecasts
- Place ancillary material orders in late April based on ratios per textbook
- Any customer requests for addition ancillary materials above ratios will be denied
- Late arriving materials will be reported to SDOE as requested by SDOE

TN Book Procedures – Customer

- Ancillary Materials will be added to each order based on ratios per order
 - If school system orders per school, ratios will be determined by school order
 - If school system orders in bulk, ratios will be determined by bulk order
- Orders will be delivered the week requested or ASAP if no special request is made
- Ancillary Materials WILL NOT be shipped prior to textbook orders

Ancillary Material Packaging

- Student Edition – individual unit & ISBN
- Teacher Edition – individual unit & ISBN
- Instructional CD/DVD Package – individual or multiple package(s)/box(s) with each CD/DVD identified with an ISBN, and each package/box identified with an ISBN and labeled 1 of 2, 2 of 2 etc...
- Print Materials not provided in CD/DVD Package – each item identified within bid and have individual ISBN

General Concerns

- Special delivery requests
 - Deliver into each school
 - Deliver into central location
- Customer Service Issues
 - Need more materials
 - Electronic Materials do not work
 - Instructions for electronic materials

Samples

- TN Book will continue to collect the school systems committee list for the SDOE
- List will be provided to Publishers when SBOE approves the list for distribution
- TN Book will do Sample Distribution on a fee basis if requested
- TN Book will retrieve samples for all publishers and request instructions on disposal, charging expenses back top publishers on a per lbs basis

Questions?