

A Partnership to Success

Textbook Coordinators' Conference
By: Randy S. Collignon
Tennessee Book Company
October 7, 2009

Industry News

- **Electronic Textbooks & Ancillary Materials**
 - On-Line Textbooks & Teaching Materials
 - Textbooks & Teaching Materials on CD
 - Site Licenses
 - Student Licenses
- **Publisher Re-Organizations**
 - Organizational changes in an effort to streamline
 - Publisher Policies being revised
- **Tennessee Book Company**
 - 75 Year Anniversary in 2010

TN Book - Electronic Opportunities

- **Customers**
 - Customer Orders
 - Invoices
 - Quarterly Letters/Reminders
 - Catalogs
 - Backorder Due Dates
- **Publishers**
 - Ancillary Requests Information
 - Publisher Orders
 - Publisher Sales Reports

TBC Website

- General Information
- Publisher Roster – contact information
- “HOT” Topics – NEW
- On-Ramp
 - Title Search
 - “Real-time” Stock Levels
 - TBC Contacts – email addresses included
 - Additional links with State Statistics
 - Adoption Recording Results

Early Ordering

- Place orders as early in May and June as possible (with or without PO)
- First in first out processing in our warehouse

Order Processing

- Typical turn for orders is 1-2 days
- July & August turn could be 4-6 days pending order backlog
- Allow one day for in-transit time

Freight and Delivery

- TBC will include your freight charge on your invoice
- Average freight (freight only) cost is less than 1% of invoice
- Special handling can be requested (Only at point of order)
 1. Inside Delivery
 2. Call before Delivery
- Specific ship-week delivery can be requested
- TBC negotiates freight charges every year to ensure the best possible service and rates
- Specific carriers can be requested by the customer (discounts may not be available)

Old vs. New Adopted Materials

- | New Materials | Old Materials |
|--|--|
| 1. Materials designed to TN Standards | 1. Materials not updated to meet TN Standards |
| 2. Prices are fixed for 6-year life of SDOE contract | 2. Prices go up 35-45% year of expiration and rise 4-7% every year after |
| 3. Product availability is guaranteed | 3. Product availability limited |
| 4. Teacher materials and workbooks available | 4. Teacher materials and workbooks not available |

Abstract vs. Catalog

- Abstract – **preliminary** listing of the titles that will be in the Official List of Textbooks
 - Substitutions not included
 - ISBN information and other details have not been verified
- Catalog – accurate information that should replace the “Abstract”

Ancillary (Free) Materials

- Confusing part of textbook implementation process
- Numerous pieces of materials arriving at various times before and after school starts
- Very expensive materials that are typically state specific
- Each publisher has their own policies and procedures that must be followed – reps have little to NO flexibility
- Advice - Secure details of materials during hearings

Ancillary (FREE) Materials

- Ancillary Material Policies have changed and vary from publisher to publisher
- Representatives are notified via TN Book every Friday summarizing orders from that week – ancillary material details are not included
- LEAs have the responsibility of contacting representatives with details of ancillary materials needed
- Quantity of textbooks purchased drive the quantity of ancillary materials distributed, publisher reps have little to NO flexibility
- Proof of Purchase may be requested for back-list or current adoption orders – pending publisher policies
- LEAs should monitor ancillary materials closely, as additional copies more than likely will not be given without new textbook purchases

General Reminder

- Pre-K
- Reading First Programs
- No Child Left Behind

Questions?

Special Thanks

Morgan Branch
Valerie Starks
SDOE
