

Preparing for Booktracks 8.0

Ask these questions to prepare for implementation and training.

1. Who will be the administrator of Booktracks?
2. Will you have workers using Booktracks with different levels of permissions?
3. Who will enter textbook and patron barcodes into the Booktracks database?
4. Who should attend the training?
5. What is your current workflow for distributing textbooks?
6. Who do you want to hold responsible for the textbooks? Who will check out textbooks?
7. Will you loan textbooks? If so, will you move all textbooks from a central office to the schools in your district or will you only move textbooks as needed if schools don't have enough copies?
8. What loan periods do you use for the textbooks? (examples are Semester, Yearly, 9 Weeks, 6 Weeks)
9. Are you going to be using Booktracks to track anything other than textbooks—teacher materials, class sets, etc.?
10. Are you going to use Booktracks to circulate and distribute equipment?
11. Have you purchased barcodes for adding your textbooks to this database?
12. Will you be using a scanner with Booktracks?
13. Will you enter course information?
14. Is there any additional information you feel the trainer should know?