



ANNUAL
INVENTORY
RECALL/REALLOCATION
2023-2024



INDIANA EDUCATIONAL RESOURCE CENTER
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The Indiana Educational Resource Center (IERC) conducts an annual inventory recall /reallocation process each Spring. This process allows the IERC to effectively track and reuse braille, large print, and specialized aids and equipment materials ordered on the ICAM and loaned to school corporations as well as to make adjustments to the IERC inventory for the upcoming school year.

All items on loan must be accounted for during this process by the ordering school corporation/s. Teachers/DRMs are asked to either renew, reassign, or identify items as Lost/Destroyed/Consumed on the ICAM for materials they ordered and/or return materials no longer being used by the end of the school year.

Items selected for renewal or reassignment can only be renewed or reassigned for students who are registered as blind or low vision on the ICAM.

Please read...To assist the IERC in effectively tracking inventory, if your school corporation will no longer be part of a Cooperative or Interlocal at the beginning of the 2024-2025 school year, and you will no longer be the teacher/DRM, we are requesting that ALL items currently on loan from the IERC be returned at the end of the school year. **Items can be returned to the IERC at our new location once we have notified you to resume shipments.** The newly designated teacher/DRM for students in the individual school corporation/s will need to reorder materials on the ICAM.

Please remember that we are unable to accept any physical drop offs of return materials at our current ISBVI location this year.

COMPLETE the Annual Inventory process no later than May 15, 2024. Your prompt attention will allow us to reuse materials more efficiently for the next school year.



INSTRUCTIONS FOR ANNUAL RECALL/REALLOCATION

Please report the action you plan to take for each item on loan, following the steps outlined below:

1. **LOG IN** to the ICAM.
2. **SELECT** the appropriate school corporation in the drop down box.
3. **SELECT** “Renew/Reassign Items” under “Review Orders”.

To renew, click on *Renew/Reassign*. On the next page, click on *Renew*, then verify the item and submit.

To reassign, click on *Renew/Reassign*. On the next page, click on *Reassign*. Enter the Student’s STN number and the first two initials of the last name. Verify the student, then verify the item and submit.

Note: Please **Do Not** renew or reassign Perkins Smart Braillers, APH MATT Connects, VisioBook Portable Magnifiers, and Jupiter Portable Magnifiers. These items must be returned at the end of the school year per the user agreement.

4. **REPORT** items that are lost, destroyed, or consumed.

For Microsoft Outlook Email Users:

To report an item as L/D (Lost/Destroyed) and C (Consumed) mark the appropriate box on the selected item and submit the email update to the IERC.

For Users of Email Systems other than Microsoft Outlook:

Draft and send an email to the IERC reporting on each item lost, destroyed or consumed. The email should include the title/item name, ISBN/Cat.No. and Access Number (i.e. 100588 00 0004). Report each item as L/D (Lost/Destroyed) or C (Consumed).

5. **RETURN** of items. No action is required if items will be returned.

Please return all items that are not renewed, reassigned or marked lost/destroyed/consumed to our new location once we have notified you to resume shipments.



Just a Reminder. . .

1. **Books for large print production or braille transcription are NEVER to be sent with returns.** Please send to the IERC separately via USPS mail, not Free Matter for the Blind postage.
2. Professional library materials, **Perkins Smart Brailleurs, APH MATT Connects, VisioBook Portable Magnifiers, and Jupiter Portable Magnifiers** cannot be renewed or reassigned. These items must be returned to the IERC at the end of the year via a trackable mail service. All parts, including user manuals, from the original shipment must be returned, per the loan agreement.
3. Return materials currently on loan for students who have left or will be leaving your school, ie. moved, graduated, or withdrawn. Please Do NOT transfer IERC materials with students moving to a new school corporation. These items MUST be sent back to the IERC. The new school corporation is responsible for ordering materials for students per their programming needs.
4. Return complete sets of textbooks.
5. When returning inventory to the Center, please enclose an [Inventory Return Form](#) in each box listing the contents enclosed. Be sure to identify any discrepancies, i.e. missing volumes, missing or damaged pages, etc.

Complete an [Equipment Repair Form](#) for each equipment item that is broken and/or needs repaired and enclose the form in the box with the equipment.

6. If returning books in more than one box, please number the outside of the boxes, i.e., Box 1 of 6, along with your name and school corporation. This information helps us to sort all incoming materials.
7. If you have any questions regarding the *Annual Inventory Recall/Reallocation* process, please do not hesitate to contact the Center at (317) 554-2740 or (800) 833-2198 or email ierc@isbvik12.org.

Thank you!