

ANNUAL INVENTORY RECALL/REALLOCATION



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 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 the materials they ordered 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 have low vision.

If your school corporation will no longer be part of the same Cooperative or Interlocal in the next school year, or you will no longer be the teacher/DRM, we are requesting that ALL items currently on loan from the IERC be returned. The newly designated teacher/DRM for students in the individual school corporation/s will need to reorder materials.

COMPLETE the Annual Inventory process no later than May 15th. Your prompt attention will allow us to reuse materials more efficiently for the coming 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 IERC/AEM.

2. **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: 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.**

3. **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 all other Email Systems i.e. Gmail:

Email ierc@isbvik12.org 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).

4. **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 no later than **June 15th**.



Just a Reminder . . .

1. **Regular print books sent for production or transcription are NEVER to be shipped with returns.** Please send to the IERC separately via paid postage per postal code.
2. Any materials dropped off at the IERC must be in a stackable container and sealed. Please contact our staff to schedule any drop offs.
3. Professional library materials, **Perkins Smart Braillers, APH MATT Connects, VisioBook Portable Magnifiers, and Jupiter Portable Magnifiers** should not be renewed or reassigned. These items must be returned to the IERC at the end of the year via a trackable and insured mail service. All parts, including user manuals, from the original shipment must be returned, per the loan agreement.
4. Please Do NOT transfer IERC materials with students moving to a new school corporation. These items should be sent back to the IERC. The new school corporation is responsible for ordering materials for students.
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 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.

If you have any questions regarding the *Annual Inventory Recall/Reallocation* process, please contact the Center at (317) 554-2740 or (800) 833-2198 or email ierc@isbvik12.org.

Thank you!