

*Did You  
Know?*

*INFOhio, with  
almost 2,400  
libraries, is the  
largest school  
library network  
in the country.  
Our strong  
community  
of users share  
ideas and best  
practices, which  
makes everyone  
more efficient  
and saves  
money.*

# Scan Your Accountability Worries Goodbye

**You're accountable** *for student performance.*

**You're accountable** *for teacher performance.*

**You're accountable** *for every book, every tablet, every Bunsen burner, every music stand in your school.*

## **Do you know that you already have a tool that can help?**

A tool that can track all your books, digital and hardcopy?

A tool that can manage all your digital devices and equipment?

A tool that can instantly run reports to tell you how many assets your school owns that support literacy or STEM or social studies and who uses them?

And it's sitting quietly in your library waiting for you. It's your **INFOhio ILS (Integrated Library System)**.

The **INFOhio ILS** tracks library books, of course, but it can track anything else with a barcode. Schools around Ohio are using their ILS to reduce the cost of lost equipment, increase the number of educational resources students can use, and collect data on how resource access improves student achievement.

### *For example*

- Finneytown Local School District uses the **INFOhio ILS** to inventory and circulate musical instruments and sheet music, which protects this significant investment in taxpayer dollars.
- Carey Exempted Village School District manages all of its Chromebooks through the **INFOhio ILS**, which helps make Chromebook collection, distribution, and identification a breeze.
- Northern Local Schools developed a method of circulating books from the public library through the **INFOhio ILS**, which more than doubled the resources students in that district can use for literacy and research, even those students without a public library card.

You already have the tool. To learn more about using it to improve instruction and asset management in your district, contact your ITC or email [support@infohio.org](mailto:support@infohio.org).

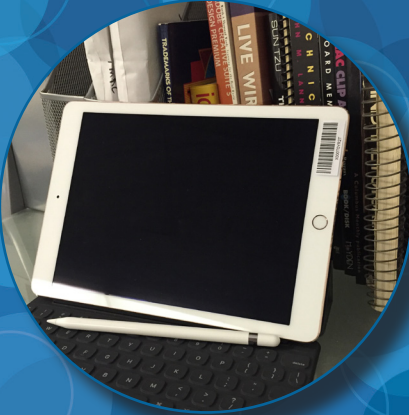
**INFOhio**  
OHIO'S PreK-12 DIGITAL LIBRARY

INFOhio is a division of the Management Council of the Ohio  
Education Computer Network.

[www.infohio.org](http://www.infohio.org)

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# 8 New Ways to Use Your INFOhio ILS



1. **Maintain inventories** of equipment, textbooks, digital devices, and more. If you can stick a bar code on it, then the **INFOhio ILS** can manage it. And because student and faculty information is already uploaded in the software, you can easily check out devices to them to track who has what.
2. **Share books across schools** — especially expensive nonfiction books needed for research — to reduce the money your district spends.
3. **Go a step further:** Share books across a county, even across a region. All you need to do is piggyback on a delivery service already in place. The **INFOhio ILS** tracks who has a book and when it's coming back.
4. **Differentiate texts.** The **INFOhio ILS** lists a book's Lexile level as well as its author and title. Teachers can search by topic ("reptiles," for example, or "Abraham Lincoln"), set the Lexile range, and find books at the just-right level for all their students.
5. **Use reports to improve budgeting.** It's easy to track demand—both high and low—of anything maintained in the **INFOhio ILS**. Just run usage reports to see how to distribute school funds where they will do the most good.
6. **Manage maintenance and replacement schedules.** Along with price and place of purchase, you can track when you purchased equipment. At the end of each year, run a report to see what items are coming due for maintenance or replacement based on purchase year. It helps you spread out the cost of replacing equipment and can even eliminate surprises caused by neglected maintenance.
7. **Bolster parent communications.** Parents can view their child's library record online to see what books or devices are checked out under the child's name.
8. **Manage department assets.** Individual departments can use the **INFOhio ILS** to track their books or equipment. For example, teachers in the English department can check out classroom sets of books to students so that it's clear who needs to turn items in. And the idea works equally as well for tubas, CPR dummies, document readers —anything that can carry a barcode.