



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

TITLE: Instructional Materials Inventory Control
Requirements in All Schools

BUL-6189

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ROUTING:
Educational Service Center
Superintendents
Educational Service Center
Instructional Directors
Operations Center
Fiscal Services Managers
School Site Administrators
School Support Staff

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POLICY: All schools are required to maintain an accurate physical inventory of instructional materials. School sites with the *Destiny* Textbook Management System implemented on or before September 30, 2013 must use *Destiny* to maintain their textbook inventory. The *SASI* Textbook Management System, where still viable, or a manual inventory should be used at sites awaiting *Destiny* implementation.

MAJOR CHANGES: This Bulletin replaces Bulletin-5510 titled *Instructional Materials Inventory Control Requirements in All Schools*, dated June 19, 2012. It provides a more detailed explanation and instructions on conducting the annual textbook inventory and updates personnel and contact information.

PURPOSE: The Williams Textbook Sufficiency Process consists of three steps:

1. Textbook Inventory
2. Ordering Textbooks
3. Certification of Textbook Sufficiency

The purpose of this Bulletin is to provide guidance in completing the first step of the Williams Textbook Sufficiency Process.

Maintaining an accurate textbook inventory:

- Assures that textbook resources are properly managed.
- Reduces textbook costs by sharing available inventory districtwide.
- Ensures compliance with the Williams legislation which requires that every student throughout the District has sufficient quantities of appropriate textbooks.
- Reduces the amount of lost or damaged books and the cost to replace.



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GUIDELINES: TEXTBOOK INVENTORY CONTROL REQUIREMENTS

The following outlines the minimum requirements for both the manual and automated textbook inventory control system to be implemented at each school. The inventory must include all core instructional book titles that would be assigned to students. All instructional materials on the “Adopted/Approved Instructional Materials List” must be inventoried as well as including those identified as “Waivers and Exemptions.”

The principal shall assign an administrator and a staff member the responsibility to do the following:

1. Maintain an on-going, accurate inventory of textbooks to ascertain the status of unassigned, lost, damaged, and available books through the use of one of the following:
 - District’s *Destiny* Textbook Management System.
 - *SASI* Textbook Management System until *Destiny* is implemented.
 - Manual Inventory until *Destiny* is implemented. (See Attachment A for elementary and secondary worksheets)
2. Update inventory to reflect new textbook additions throughout the year.
 - An administrator or a designee (other than the usual person checking in or checking out textbooks to students) receives and verifies the new textbook shipment was received and the amounts reconcile with the packing slip.
 - If needed, schools using *Destiny* or *SASI* must add a barcode to the spine and to the inside front cover of the book, then add the barcode number into the textbook management system.
 - Schools using *Destiny* must receive incoming transfers in the Transfer Textbooks section under the Catalog tab.
3. By the fifth day of instruction, assign all core instructional materials directly to individual students.
 - *Destiny*: Use a barcode scanner or manually enter the student ID number and barcode number into the Check Out Text section of the Circulation tab.
 - *SASI*: Use a barcode scanner or manually enter the barcode number into Assign Section or Assign Student section.
 - Manual: Assign numbered textbooks to students on a class roster.



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4. Return textbooks to the textbook or storage room at the end of the semester, school year, or when a student checks out of the school:
 - *Destiny*: Use a barcode scanner or manually enter the barcode number into the Check In Text section under the Circulation tab.
 - *SASI*: Use a barcode scanner or manually enter the barcode number into the Mass Return section.
 - *Manual*: Mark class rosters used to check out textbooks with the date the book was returned by the student.
5. Assess and collect fees for lost or damaged books using the textbook inventory system. (See BUL-5509, *Restitution Process for the Loss or Damage of School Property*)
6. Maintain an accurate inventory by:
 - *Destiny*:
 - Removing all obsolete or damaged items by accurately entering the information into the Update Copies section.
 - Transferring unassigned textbooks to other schools, upon request, and entering the information into the Transfer Textbooks section of the Catalog tab.
 - Transferring surplus textbooks to the district warehouse and entering the information into the Transfer Textbooks section of the Catalog tab.
 - *SASI*: Enter the title and book number and select Assign to Other for the assignment status in the Textbook section. Type transferred to [site name], damaged or obsolete next to “Assigned to.”
 - *Manual*: Maintain a log of all surplus, damaged and obsolete textbooks sent to the warehouse and all textbooks transferred to other schools.
7. Generate the following reports as needed:
 - *Destiny*: Textbook Checkout Summary and Checked out/Overdue Materials & Unpaid Fines Notice (see 11 below).
 - *SASI*: Textbook Assignment Report (see 11 below).
8. Maintain a clean and organized textbook room that allows easy access and accountability of materials stored.
9. Conduct an annual physical inventory of core textbooks to maintain the accuracy of the inventory. Supplemental materials are not required to be inventoried for ILTSS Williams Textbook Sufficiency purposes. Physical inventory should reconcile with the school’s textbook management system at a minimum of 95%. Return all



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surplus, obsolete and damaged textbooks to the district warehouse using a “Transportation Order Form” obtained from <http://iltss.org>.

A. Schools using *Destiny*:

- For consumable textbooks:

Count the number of core consumable student textbooks in each course that are currently in storage (i.e., not assigned to students). Since these are consumable textbooks, only the books in storage must be inventoried. Record the quantity into the Inventory section of the Back Office tab. (See *Destiny* tutorials available at <http://iltss.org/tutorials.php>)

- For non-consumable textbooks:

Scan the barcode of each textbook currently in storage into text editor software (e.g., Notepad, Text Edit). Then upload the list created into the Inventory section of the Back Office tab. *Destiny* will automatically account for all books currently assigned to students. When the inventory is complete, all student textbooks not scanned/accounted for will be considered lost. (See *Destiny* tutorials available at <http://iltss.org/tutorials.php>)

- Upon completion of the inventory, run and print the inventory report.

B. Schools using SASI or maintaining a manual inventory will log quantities into a worksheet. Refer to Attachment A for a template.

C. Inventory reports and worksheets will be required during the Textbook Ordering Process.

D. Random textbook inventory audits will be conducted by ILTSS.

10. Communicate to all students and parents/guardians that, per District Policy, the loss or damage to textbooks and instructional material may result in the denial of participation in school activities that are deemed privileges (e.g., graduation ceremonies, senior prom, student body office, inter-scholastic athletics, or other local school activities), and that grades, diplomas and/or transcripts may be withheld until the instructional materials have been recovered or fees have been paid. (See BUL-5509 Restitution Process for the Loss or Damage of School Property)
11. Ensure District policy is followed by notifying students and parents of the issued books and the replacement cost via a *Destiny*, SASI, or manual school report. Print out a report for each individual student, have the student and the student’s parents or guardians sign the form and return it to the school at the beginning of each semester.



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12. Establish effective procedures for restitution of money owed for lost or damaged textbooks. (See BUL-5509, *Restitution Process for the Loss or Damage of School Property*)
13. Promote the proper care of textbooks by requiring students to use protective covers and explain that any drawing or writing in a book constitutes damage. (See BUL-5509, *Restitution Process for the Loss or Damage of School Property*)
14. Limit access to the textbook room to specific staff members. Always have one of the specific staff members accompany any other person to, in, and from the textbook room.
15. Follow District procedures when donating or recycling obsolete textbooks. (See BUL-5770.1, *Donation, Sale and Recycling of Obsolete Textbooks*)
16. Cross-train staff on the implemented textbook management system to prevent any disruption in the use of the inventory system. Training dates for *Destiny* are available through ILTSS.

Educational Service Center (ESC) Designated Staff shall:

- Monitor school site practices by site visits and monitoring reports.
- Ensure an annual inventory is conducted at each school site.
- Facilitate focus groups to discuss Textbook Management best practices to increase efficiency of the implemented textbook management system.
- Coordinate school-to-school textbook transfers.

RELATED RESOURCES:

BUL-5509 Restitution Procedures for the Loss or Damage of
School Property

BUL-5770.1 Donations, Sale, and Recycling of Obsolete Textbooks,
Library Books and Instructional Materials

ASSISTANCE:

For assistance regarding library books and textbooks, please contact Integrated Library & Textbook Support Services, at (213) 241- 2733, Sandy Hartshorn at slh1233@lausd.net or Elidia Vazquez at evazq1@lausd.net.



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Attachment A

Instructional Materials Manual Inventory Worksheet Elementary

School: _____ Principal: _____

Inventory Date: _____ Prepared by: _____

Trans K/K	Qty.
ELA:	
Treasures Practice Book	
Treasures ELD (per ELD student)	
Math	
enVision Student Ed.	
Science	
Foss kit	
History/Social Science	
Content Rdr Library/Activity Bk	
Health	
Big Book	
First Grade	Qty.
ELA:	
Treasures Anthologies (1-6)	
Treasures Practice Book	
Treasures ELD (per ELD student)	
Math:	
enVision Student Ed.	
Science	
Foss kit	
History/Social Science:	
Content Reader Library/Reader	
Health:	
Little Readers	
Second Grade	Qty.
ELA:	
Treasures Anthologies (1-2)	
Treasures Wonders Content Rdr	
Treasures Practice Book	
Treasures ELD (per ELD student)	
Math:	
enVision student Ed.	
Science	
Foss Kit	
History/Social Science	
Content Reader Library/Reader	
Health:	
Little Readers	

Third Grade	Qty.
ELA	
Treasures Anthologies (1-2)	
Treasures Wonders Content Rdr	
Treasures Practice Book	
Treasures ELD (per ELD student)	
Math	
enVision Student Edition	
Science	
Foss Kits	
Social Science	
Student Edition	
Health	
Health & Wellness books	
Fourth Grade	Qty.
ELA	
Treasures Anthology	
Treasures Wonders Content Rdr	
Treasures Practice Book	
Treasures ELD (per ELD student)	
Math	
enVision Student Edition	
Science	
Foss Kits	
Social Science	
Student Edition	
Health	
Health & Wellness book	

Fifth Grade	Qty.
ELA	
Treasures Anthology	
Treasures Wonders Content Rdr	
Treasures Practice Book	
Treasures ELD (per ELD student)	
Math	
enVision Student Edition	
Science	
Foss Kits	
Social Science	
Student Edition	
Health	
Health & Wellness book	
Sixth Grade	Qty.
ELA	
Treasures Anthology	
Treasures Wonders Content Rdr	
Treasures Practice Book	
Treasures ELD (per ELD student)	
Math	
Student Edition	
Science	
Earth Science Student Edition	
Social Science	
Student Edition	
Health	
Health & Wellness book/Teen Health	



**LOS ANGELES UNIFIED SCHOOL DISTRICT
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Attachment A

Secondary Instructional Materials Manual Inventory Worksheet

IMPORTANT: For consumables, "Quantity Assigned to Students" should be left blank.

School
Name:

Inventory
Date:

Principal's
Name:

Prepared
by:

ISBN	Curricular Area	Course	Publisher	Title	Quantity on Shelves	Quantity Assigned to Students