



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

TITLE: Donation, Sale, and Recycling of Obsolete and/or Damaged Textbooks, Library Books and Instructional Material

NUMBER: BUL-5770.1

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ROUTING
 Educational Service Center Superintendents
 Educational Service Center Instructional Directors
 Educational Service Center Coordinators
 Operations Center Fiscal Services Managers
 Principals
 UTLA Chapter Chairpersons

POLICY: In accordance with the CA Ed Code any money received by the District from the sale of obsolete instructional materials shall be used to purchase instructional materials.

MAJOR CHANGES: This Bulletin replaces BUL-1207, dated February 4, 2005, Donation, Sale, and recycling of Obsolete Textbooks, Library Books, and Instructional Materials from the Business Services Division. School policy states that school personnel are not to sell used, obsolete or damaged instructional materials to used book vendors. Procurement has informed used book vendors not to purchase from schools. All obsolete and damaged instructional materials are to be sent to the District Warehouse.

GUIDELINES: The following guidelines apply.

I. CRITERIA TO USE TO DETERMINE OBSOLETE MATERIALS

Integrated Library and Textbook Support Services (ILTSS) has developed the following criteria to determine if materials are obsolete:

- Materials are no longer relevant to the school’s instructional program, e.g., new State-content standards and frameworks, revised District courses of study, new State-adopted textbooks for Grades K-8, or new District-adopted textbooks for Grades 9-12.
- Instructional materials from previous adoption cycles are not to be used as the core basic textbook in the defined subject areas of Language Arts, English Language Development, Mathematics, Science, Social Science/History, Health and Foreign Language, but may be used as supplemental materials.
- Materials that perpetuate sexual or racial stereotypes and do not comply with the State’s legal compliance guidelines. Please refer to the following document titled *Standards for Evaluating Instructional Materials for Social Content, 2000* at the following website: <http://www.cde.ca.gov/cfir/>.



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- Unused textbooks due to:
 - New instructional initiative.
 - Major change in methodology.
 - Not aligned to State-content standards or frameworks.
- Incomplete textbook series.
- Library books that no longer support or match curriculum or support State-content standards or framework.
- Evidence of little or no use or circulation.
- Duplicates of Library books which are no longer needed.

II. CRITERIA TO USE TO DETERMINE DAMAGED MATERIALS

ILTSS has developed the following criteria to determine if materials are damaged beyond repair or defaced:

- Broken spine
- Torn cover
- Missing pages or components
- Graffiti
- Heavily soiled pages
- Insect or mold infestation

III PROCEDURES FOR SELLING OF OBSOLETE OR DAMAGED INSTRUCTIONAL MATERIALS

The principal or designee shall:

- Remove the materials from the *Destiny* Textbook and/or Library Management System.
 - Pack the books in boxes.
- Print a Transportation Order form, available on the ILTSS website (www.iltss.org).
- Complete the transportation order form and fax the form to the number at the bottom of the form.
- All sales will be conducted by the warehouse, not by individual school sites.

III. PROCEDURES FOR DISPOSAL OF OBSOLETE INSTRUCTIONAL MATERIALS

The principal or designee shall:

- Remove the materials from the *Destiny* Textbook and/or Library Management System.
- Mark the materials “obsolete” via stamp or black ink.
- Materials may be:
 - Used supplemental materials.
 - Offered to students or families
 - Sent to the warehouse.
 - Pack the books in boxes.



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- Print a Transportation Order form, available on the ILTSS website (www.iltss.org).
- Complete the transportation order form and fax the form to the number at the bottom of the form.

IV. PROCEDURES FOR DONATING OR RECYCLING OF LIBRARY BOOKS

The principal or designee shall:

- Remove the books from the *Destiny* Library Management System.
- Refer to Section I of this bulletin for criteria that would be used to remove books from libraries. All library books weeded from the library should be stamped “Discard” to avoid confusion and re-shelving and then divided into two categories:
 - Those acceptable for use in classrooms by teachers and students:
 - Distribute to classroom teachers.
 - Those unacceptable for use in classrooms by teachers and students:
 - Send to recycling. Library books for salvage may be added to textbook salvage.

V. PROCEDURES FOR RECYCLING OBSOLETE/DAMAGED MATERIALS

The principal or designee shall:

- Remove the materials from the *Destiny* Textbook and/or Library Management System.
 - Pack the books in boxes.
- Print a Transportation Order form, available on the ILTSS website (www.iltss.org).
- Complete the transportation order form and fax the form to the number at the bottom of the form.
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AUTHORITY: California Education Code sections 60510, 60511, 60521

ASSISTANCE: For assistance or further information please contact

Procurement (213) 241-3087

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Integrated Library and Textbook Support Services (213) 241- 2733

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