



# LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

**TITLE:** Instructional Materials Inventory Control  
Requirements in All Schools

BUL-6189.1

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## **ROUTING:**

Local District Superintendents  
Local District Administrators of  
Instruction  
Local District Instructional Directors  
Fiscal Services Managers  
School Site Administrators  
School Support Staff

**DATE:** August 22, 2016

**POLICY:** All schools are required to maintain an accurate physical inventory of instructional materials. School sites must use the *Destiny* Textbook Management System to maintain their textbook inventory. A manual inventory should be maintained at sites awaiting *Destiny* implementation.

**MAJOR CHANGES:** This Bulletin replaces Bulletin-6189 titled *Instructional Materials Inventory Control Requirements in All Schools*, dated November 12, 2013. 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 redistributing surplus 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
- Elementary: Mark class rosters used to check out textbooks with the date the book was returned by the student



**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 including instructional materials identified as “Waivers and Exemptions.”

The principal shall assign an administrator and a staff member the following responsibilities:

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
  - Manual Inventory until *Destiny* is implemented (See Attachment A for 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* must add a barcode to the spine and to the inside front cover of the book, then add the barcode number into the *Destiny* Textbook Module.
  - 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.
  - Middle and High Schools: Use a barcode scanner or manually enter the student ID number and barcode number into the Check Out Text section of the Circulation tab in *Destiny*.
  - Elementary: Assign numbered textbooks to students on a class roster.
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:
  - Middle and High Schools: Use a barcode scanner or manually enter the barcode number into the Check In Text section under the Circulation tab in *Destiny*.
  - Elementary: 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-5509.1, *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.
      - Schools awaiting *Destiny* implementation will 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 *Destiny* reports as needed:
    - Checkout Summary
    - Checked out/Overdue Materials & Unpaid Fines Notice (see 11 below).
  
  8. Maintain a clean and organized textbook room that allows easy access and accountability of materials stored. Be sure the room is secure to prevent loss.
  
  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 *Williams* Textbook Sufficiency purposes. Physical inventory should reconcile with the school's Textbook management system at a minimum of 95%. Return all 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.



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- B. Schools maintaining a manual inventory will log quantities onto 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-5509.1, *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 their replacement cost via a *Destiny* or manual school report. Print out a report for each individual student, have the student and the student's parent(s) or guardian(s) sign the form and return it to the school at the beginning of each semester.
  12. Establish effective procedures for restitution of money owed for lost or damaged textbooks. (See BUL-5509.1, *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-5509.1, *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.
  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.

Local District (LD) Designated Staff shall:

- Monitor school site practices by site visits and monitoring reports.
- Ensure an annual inventory is conducted at each school site.
- Coordinate school-to-school textbook transfers.



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**RELATED  
RESOURCES:**

BUL-5509.1 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 textbooks, please contact Integrated Library & Textbook Support Services, at (213) 241- 2733.



**Instructional Materials Manual Inventory Worksheet  
Elementary**

School: \_\_\_\_\_ Principal: \_\_\_\_\_

Inventory Date: \_\_\_\_\_ Prepared by: \_\_\_\_\_

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

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

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

