



**LOS ANGELES UNIFIED SCHOOL DISTRICT
POLICY BULLETIN**

TITLE: Instructional Materials Inventory Control
Requirements in All Schools

BUL-6189.2

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ROUTING
Local District Superintendents
Administrators of Instruction
Directors
Fiscal Services Managers
Principals
UTLA Chapter Chairpersons
School Administrative
Assistants

DATE: August 20, 2018

POLICY: All schools are required to maintain an accurate physical inventory of instructional materials. School sites must use the *Destiny Textbook Manager* to maintain their textbook inventory.

MAJOR CHANGES: All schools are now required to utilize *Destiny Textbook Manager* to complete their annual inventory. This Bulletin revises BUL-6189.1 titled *Instructional Materials Inventory Control Requirements in All Schools*, dated August 22, 2016.

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 of replacement

GUIDELINES: TEXTBOOK INVENTORY CONTROL REQUIREMENTS

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



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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 assigned, lost, damaged, and available books through the use of *Destiny Textbook Manager*.
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, add a barcode to the spine and to the inside front cover of the textbook, then add the barcode number into the *Destiny Textbook Manager*.
 - If you receive textbooks from another school or the warehouse, use the Transfer Textbooks section under the Catalog tab to complete the transfer.
3. Before or on the first day of instruction, assign all core instructional materials directly to individual students and/or teachers.
 - Use a barcode scanner or manually enter the student ID number and then textbook barcode number into the Check Out Text section of the Circulation tab in *Destiny Textbook Manager*.
4. When textbooks are returned to the secure textbook room at the end of the semester, school year, or when a student checks out of the school, use a barcode scanner or manually enter the barcode number of each textbook into the Check In Text section under the Circulation tab in *Destiny Textbook Manager*.
5. Assess and collect fees for lost or damaged books using *Destiny Textbook Manager*.
6. Maintain an accurate inventory in *Destiny Textbook Manager* by:
 - Receiving all incoming textbooks through the Transfer Textbooks section of the Catalog tab.
 - 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.
7. 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.



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8. Conduct an annual physical inventory of all textbooks to maintain the accuracy of the inventory. Annual inventory should begin in November in order to be completed no later than January 31st, this is to ensure accurate ordering during Textbook Roadshow. The tutorial can be found on www.iltss.org → Tutorials → Textbook Inventory.
 - Supplemental materials are not required to be inventoried for *Williams* Textbook Sufficiency purposes.
 - For consumable textbooks, count the number of core consumable student textbooks in each course that are currently not assigned to students. Record the quantity into the Inventory section of the Back Office tab.
 - Physical inventory should reconcile with *Destiny Textbook Manager*'s records at a minimum of 95%.
 - Return all surplus, obsolete, and damaged textbooks to the District warehouse by placing a Remedy Ticket for textbook pickup (<https://lausd-myit.onbmc.com/>).
9. 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.
10. Ensure District policy is followed by notifying students and parents of the issued books and their replacement cost via a *Destiny* 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.
11. Establish effective procedures for restitution of money owed for lost or damaged textbooks.
12. 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.
13. 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.
14. Ensure that there are sufficient staff members trained on *Destiny Textbook Manager* to prevent any disruption in the *Williams* Textbook Sufficiency Process. Training dates for *Destiny Textbook Manager* are available through ILTSS.



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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.

**RELATED
RESOURCES:**

BUL-5509.3 *Restitution Procedures for the Loss or Damage of School Property for Students* dated July 25, 2018.

BUL-054698 *Removal of Obsolete, Surplus, and/or Damaged Textbooks, Library Books, and Instructional Materials*, dated August 10, 2018.

ASSISTANCE:

For assistance regarding textbooks, please contact Integrated Library & Textbook Support Services at (213) 241- 2733.