

Elementary Library Refresh

Frequently Asked Questions

[Click on this link to view Interoffice Correspondence issued January 21, 2022](#)

<i>Questions</i>	<i>Response</i>
Notification Information:	
How were schools notified of the Elementary Library Refresh?	On January 21, 2022, all elementary school principals received an interoffice correspondence (IOC; see link above) via the Division of Instruction’s Weekly Instructional Newsletter (WIN) with information regarding the refresh program. Simultaneously, LD Fiscal Specialists provided the principals with their school’s allocation.
Use of Funds:	
How can schools use the allocated funds?	Both the IOC and allocation letter provide a breakdown of the funds. Funds may be used as follows: <ul style="list-style-type: none"> • Up-to \$8,000 for new technology (scanner, printer, desktop). Unused dollars are to be used to purchase additional books • Schools may provide overtime to the library aide (or other classified staff) to shelve new books. The number of hours is based on school norm • It is recommended to use up to 75% of the allocated funds to order books from the selected vendors • Use the remaining balance to purchase replacement for damaged/lost books, additional books in a series, or other titles from ILTSS approved vendors
Timeline:	
When placing or receiving orders, what are important dates of which schools should be aware?	In calendar terms, for the new books to be on the shelves when students return for the new school year, orders should be placed no later than the end of May. Schools should work with their Library Leadership Team to determine the timeline to purchase books within the recommended window. It’s best to consider these dates as key milestones for Fiscal personnel. In terms of schools placing orders. Here’s a better way to view your school’s timeline:

	<p>You are ordering the new library books to arrive “shelf ready” so the books are already on the shelves when the students come to the library at the start of the new school year and see all the new books waiting for them. Imagine their excitement!</p> <p>This means the books are fully cataloged and processed, ready to be circulated to the students. Unlike purchasing books from a service such as Amazon’s Prime, the books are not simply pulled from the shelves and plopped into a carton, sealed, addressed, and delivered the next day. The vendor reviews your order, pulls the books, checks the cost against your “do not exceed (DNE)” amount, processes the books to include barcodes and plastic covers on dust jackets, creates a database of the books to be uploaded into the Destiny system, packs the books in shelf order for ease of placing on the library shelves, marks the cartons with the call numbers included in each box, and ships the order to the school. This takes time.</p>
<p>With the Library Refresh funds, are schools able to purchase other technology such as: projectors, Smartboards, iPads, tablets, and Chromebooks?</p>	<p>The purpose of the funds is to refresh library books. Therefore, technology purchase is limited to book scanners, desktop computer, and printer. For pricing, please see Arey Jones options forms posted at Updating Elementary Library Collections on the ILTSS website.</p>
<p>Are schools able to purchase an Apple computer instead of PC desktops?</p>	<p>For the purposes of running the library, the PC desktop computer is needed to run Destiny.</p>
<p>Are schools able to purchase a color printer for use in the library?</p>	<p>Yes, schools may purchase a color printer for library use. A quote for a color printer is available on the ILTSS website under the Updating Elementary Library Collections box.</p>
<p>With the remaining balance (after purchasing books from the select vendors lists), what other books are schools able to purchase?</p>	<p>The Library Leadership Team may order more STEM, diversity, multicultural, science and health titles, missing favorite series titles, “recently reviewed/cataloged titles” including award-winners (Coretta Scott King, Pura Belpre, Caldecott, Newbery) or more authentic voices. Check the ILTSS website for more titles.</p>
<p>Can we purchase eBooks?</p>	<p>E-books may not be purchased using these funds. E-books require schools to pay a fee for continued use of the E-book; usual terms are renewal after 26 circulations or 24 months. School must pay for the same book repeatedly instead of using funds to continue to update and grow the collection. E-books are available via the Los Angeles Public Library’s Student Success Card program.</p>

<p>Are schools able to purchase books from a different book vendor, that is, other than PermaBound, Follett, or Mackin?</p>	<p>Schools should use PermaBound, Follett, or Mackin for the majority of the books purchased. Schools are able to use other approved ILTSS book vendors for other favorite titles, award winners, or recently reviewed/cataloged books. For suggestions or support join us for office hours every Friday from 10:00 – 11:00 AM. The Zoom link is posted on the ILTSS web site achieve.lausd.net/iltss</p>
<p>Our school site uses Accelerated Reader. How can we make sure our book list includes those titles? Are schools able to use the Library Refresh Funds to purchase AR books?</p>	<p>Schools may use the balance of their funds to purchase other books. Work with the sales representative for the list of AR titles identified. When ordering schools will need to indicate the need for AR labels as part of the processing package.</p>
<p>Purchasing:</p>	
<p>How will the school order the books?</p>	<p>A PDF with the list of books to be purchased needs to be attached in SAP. All orders should include shelf-ready processing, a DNE (do not exceed) dollar amount, and orders with a list of titles 10% over the DNE (or prioritized) titles. For support on creating the PDF, join us for office hours every Friday from 10:00 – 11:00 AM. The Zoom link is posted on the ILTSS web site achieve.lausd.net/iltss</p>

Additional questions may be submitted to ILTSS at Library@lausd.net