

INTEROFFICE CORRESPONDENCE  
Los Angeles Unified School District  
Integrated Library & Textbook Support Services

**TO:** Secondary/Span School Principals  
Teacher Librarians

**DATE:** August 11, 2023

**FROM:** Frances Baez, PhD   
Chief Academic Officer

Christina Rico   
Director, Instructional Operations

**SUBJECT: SECONDARY/SPAN LIBRARY COLLECTION REFRESH CARRYOVER**

The purpose of this correspondence is to inform secondary/span school principals that program 15689 has a carryover balance for the school year 2023-2024.

**Allocations - Program 15689 Secondary/Span Library Resource:**

The funding may only be used for the following:

- updating the library collection to provide more diverse authors, topics, and reading levels. Paperback books are not recommended for purchase,
- purchasing new technology to assist with library book distribution (scanner [up to two], desktop workstation [one only], printer [one only]). Technology must remain in the library. Technology purchase(s) must not exceed 10% of the total allocation, and
- 60 hours are provided to Teacher Librarians and/or classified staff to assist with weeding the collection and shelving new books.

Funding may NOT be used for the following:

- Classroom libraries
- Library supplies
- Library furniture

Please work with your Fiscal Specialist to obtain the school's available balance.

**Ordering:**

Go to [Updating Secondary & Span School Library Collections](#) for guidance on what to do before ordering. When placing an order, schools should follow these steps:

1. Complete the school information, number of copies (no more than 3 copies of a single title), and indicate purchasing priority 1=first choice; 2=second choice (in case titles are not available).
2. When placing the order, the school should over-order by 15%. The purchase order should include a DNE limit (*Do Not Exceed* limit including shipping/handling and taxes). A PDF of the list of titles should be attached to the purchase order when entered in SAP.
3. Orders must be placed **NO LATER THAN DECEMBER 15, 2023**, to ensure delivery during Spring semester. The "goods receipt" should be completed by June 30, 2024.

**Additional Supports:**

ILTSS is available to support by offering Zoom office hours – every Friday  
10:00 a.m. – 11:00 a.m. No need to pre-register, click [HERE](#) to access. Zoom: 86266871162

**Other Resources:**

- [BUL-054698.2 Removal of Obsolete, Surplus, and/or Damaged Textbooks, Library Books, and Instructional Materials](#)
- Tutorials on Running a Shelf List, Weeding Guidance, Weeding Guide, Weeding Brochure, Weed/Delete Library Materials are located at <https://achieve.lausd.net/Page/1422> in the Destiny Library Tutorials drop-down menu.
- Additional materials will be posted in the Updating Secondary Library Collections drop-down menu located at <https://achieve.lausd.net/Page/1422>

If you have any questions, please contact Kimberly Balala at (213) 241-0366 or via email at [kkr3219@lausd.net](mailto:kkr3219@lausd.net).

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