

TITLE: Removal of Obsolete, Surplus, and/or Damaged Textbooks, Library Books, and Instructional Materials

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DATE: March 25, 2024

POLICY: To outline the District's procedures regarding the criteria for determining the removal of obsolete, surplus, and/or damaged instructional materials.

MAJOR CHANGES: This bulletin will replace BUL-054698.2, *Removal of Obsolete, Surplus, and/or Damaged Textbooks, Library Books, and Instructional Materials*, dated November 9, 2020. Changes include:

- Revised instructions
- Updated URL
- Updated contact information

GUIDELINES: The following outlines the requirements for determining and removing obsolete, surplus, and/or damaged textbooks, library books, and instructional materials from all school sites.

- I. Criteria for Determining Obsolete, Surplus, and/or Damaged Textbooks, Library Books, and Instructional Materials.
 - A. Determining obsolete Textbooks, Library Books, and Instructional Materials
 1. Textbooks that are no longer adopted, [see list](#).
 2. Library Books:
 - a. in poor physical condition;
 - b. that have been superseded by more current information;
 - c. that are outdated in content, use, or accuracy;
 - d. that receive little use (e.g., no circulation in the last five years);

- e. that are mediocre or poor in quality;
 - f. that are biased or portray stereotypes;
 - g. that are inappropriate in reading level; and
 - h. that have duplicate information already available.
3. Instructional Materials:
- a. that perpetuate sexual or racial stereotypes and do not comply with [Education Code sections 60040-60045 and 60048](#);
 - b. with outdated information; and
 - c. that no longer support the curriculum.
- B. Determining surplus Textbooks, and Instructional Materials.
1. Textbooks and Instructional Materials
- a. Textbook inventory that exceeds 15% of current enrollment in the associated course(s).
 - b. Textbooks that are associated with a course which is not currently offered at the school site.
 - c. Instructional Materials that are not used, but still part of the adoption program (e.g., workbooks).
- C. Determining damaged Textbooks, Library Books, and Instructional Materials.
1. Textbooks, Library Books, and Instructional Materials that are damaged beyond repair. Examples include, but not limited to:
- a. any water damage
 - b. broken spine
 - c. torn cover
 - d. missing pages or components
 - e. significant graffiti
 - f. heavily soiled
 - g. torn or ripped pages
- II. Preparing for the removal of obsolete, surplus, and/or damaged textbooks, library books, and instructional materials.
- A. Textbooks and Instructional Materials: All obsolete and surplus textbooks must be sent to the Los Angeles Unified School District Warehouse. Only textbooks with the following damage are to be sent to the warehouse: broken spine, torn cover, significant graffiti, missing pages, torn or ripped pages. If the books have extensive water damage or show signs of pest infestations (rodents, insects, bugs), do not send the books to the warehouse. Dispose of them in the

trash. The Office of Environmental Health and Safety (OEHS) can be contacted for further information at (213) 241-3199.

1. Barcodes
 - a. For textbooks that are obsolete, Library & Textbook Support will delete the barcodes.
 - b. Surplus textbooks, schools must transfer the barcodes to the LAUSD District Warehouse (TB_WHSE) through *Destiny Resource Manager for Textbooks*. See Library & Textbook Support website for [Job Aide](#).
2. Packing the boxes
 - a. Pack the books in appropriate boxes. Keep obsolete textbooks separate from surplus.
 - i. Boxes must not exceed 18x18x16 (maximum weight, 50lbs).
 - ii. Boxes may be ordered from the LAUSD General Stores Distribution Catalog
 - a) Boxes (25 per bundle) – material number 6402500060.
 - b) Tape – material number 8323212110.
 - b. Write on the outside of the box, surplus or obsolete.
 - i. Boxes must be sealed or closed and stacked on the first floor in a location easily accessible for pick up by Truck Operations.
 - ii. Truck Operations will not remove if boxes are water damaged or have signs of infestation of insects/pests/bugs. Schools must dispose of books with water damage or infestation in the trash.
 - iii. Send only specified textbooks to the warehouse, do not send office supplies, school records, electronics, clothing, or other non-instructional materials.

B. Library Books: Schools have the option to either send the obsolete and damaged library books to the warehouse or donate the obsolete library books to students. If the library books have water damage, infestations (pests, insects, or bugs), or are heavily soiled, the library books are not to be sent to the warehouse or donated to students. Dispose of them in the trash. The Office of Environmental Health and Safety (OEHS) can be contacted for further information at (213) 241-3199.

1. Barcodes
 - a. Delete the damaged or obsolete library book barcodes from *Destiny Library Manager*, as appropriate. See Library & Textbook Support website for [Job Aide](#).

- b. Only obsolete library books that do not contain incorrect or outdated information may be donated to a student. If the school donates the obsolete library books to students, all barcodes and other processing labels must be removed or marked over with a marker. Obsolete library books must also be stamped with the words “weeded,” “obsolete,” or “discarded.”
2. Packing the boxes
 - a. Pack the books in appropriate boxes. Keep obsolete textbooks separate from surplus.
 - i. Boxes must not exceed 18x18x16 (maximum weight, 50lbs).
 - ii. Boxes may be ordered from the LAUSD General Stores Distribution Catalog
 - a) Boxes (25 per bundle) – material number 6402500060.
 - b) Tape – material number 8323212110.
 - iii. Write on the outside of the box, library books
 - iv. Boxes must be sealed or closed and stacked in a location easily accessible for pick up by Truck Operations.
 - v. Truck Operations will not remove if boxes are water damaged or have signs of infestation of insects/pests/bugs. Schools must dispose of books with water damage or infestation.
 - vi. Send only specified library books to the warehouse, do not send office supplies, school records, electronics, clothing, or other non-instructional materials.
- III. Submitting help desk ticket for removal of obsolete, surplus, and/or damaged textbooks, library books, and instructional materials.
 - A. Use Information Technology Services (ITS) [Help Desk](#) to submit the ticket.
 - B. Pick-ups are on a first come, first serve basis based on room at the warehouse and Truck Operations staff availability.
 - C. Schools should ensure that the School Administrative Assistant and Plant Manager are aware of ticket, this is to guarantee that there are not multiple tickets for the same pick-up or to coordinate multiple pick-ups on one site. If there are any changes or updates to the ticket, create a comment on the open ticket with the changes or updates, do not contact Truck Operations.

AUTHORITY: California *Education Code* Sections 60510, 60048, and 60040-60045

RELATED RESOURCES: [BUL-6189.4](#), *Instructional Materials Inventory Control Requirements in All Schools*, dated March 11, 2024.
[BUL-5509.5](#), *Restitution Procedures for the Loss or Damage of School Property for Students and Parents*, dated October 23, 2023.

ATTACHMENTS: Attachment A – Flowchart for determining obsolete instructional materials

ASSISTANCE: For assistance or further information please contact Library & Textbook Support at textbooks@lausd.net.

For assistance or further information about disposing of water damaged books or books with pest/insect infestations, please contact the Office of Environmental Health and Safety (213) 241-3199 or OEHSquestions@lausd.net