

TITLE: Instructional Materials Inventory Control Requirements in All Schools

NUMBER: BUL-6189.4

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POLICY: All schools are required to maintain an accurate inventory of their instructional materials using *Destiny Resource Manager for Textbooks*.

MAJOR CHANGES: This bulletin will replace BUL-6189.3, *Instructional Materials Inventory Control Requirements in All Schools*, dated July 31, 2019, and BUL-6111.3, *Instructional Materials Policies and School Site Procedures*, dated August 21, 2019. The aforementioned District policy bulletins have been retired. Changes include:

- Revised instructions
- Updated URL
- Updated contact information
- General timeline

GUIDELINES: The following outlines the requirements for textbook inventory control at all schools. The inventory must include all instructional materials that would be assigned to students and/or teachers. All instructional materials on the Williams Instructional Materials Lists must be inventoried including any and all instructional materials with an approved waiver.

Responsibilities of the School – Policy Implementation

At the time of enrollment or at the beginning of each school year, the school shall notify the student and parent or guardian of the District’s and school’s policies regarding the parents’ or guardians’ financial responsibility for any loss or damages to instructional materials and that the school is legally authorized to withhold the grades, diplomas, and transcripts of students, or to deny

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participation in school activities that are deemed privileges (e.g., interscholastic sports, dances, student body office, or other local school activities, with the exception of culmination or graduation ceremonies) until the obligation is cleared, except for students who are experiencing homelessness, in foster care or a former foster youth. The school shall review these policies with the students in the appropriate classrooms or homeroom. See BUL-5509.5, *Restitution Procedures for the Loss or Damage of School Property for Students and Parents*, dated October 23, 2023 for guidance.

Teachers and other school employees, under the direction of the principal, are held responsible for the care of the school's property, equipment, materials, and supplies, particularly such property as located in the room or rooms to which they are assigned. (LAUSD Board Rule 1704).

The Principal shall assign a designee the following responsibilities

- Maintain an on-going, accurate inventory of instructional materials to ascertain the current status of assigned, lost, damaged, and available instructional materials through the use of *Destiny Resource Manager for Textbooks*.
- Update inventory to reflect instructional materials additions throughout the year.
 - Receives incoming instructional materials delivery from vendors and verifies the amounts with the packing slip and purchase order.
 - Provides the School Administrative Assistant with the initialed and dated packing slip indicating that all materials have been received in order for the Goods Receipt to be posted in SAP.
 - If needed, add a barcode to the spine and to the inside front cover of the textbook, then add the barcode number into *Destiny Resource Manager for Textbooks*.
 - If you receive instructional materials from another school, use the Transfer Resources section under the Catalog tab in *Destiny Resource Manager for Textbooks* to complete the transfer by receiving the items.
- Ensure that there are sufficient staff members trained on *Destiny Resource Manager for Textbooks* to prevent any disruption in the Williams Textbook Sufficiency process for distribution and collection. Training dates for *Destiny Resource Manager for Textbooks* are posted on the [Library & Textbook Support webpage](#). For a current list of staff

members trained on *Destiny Resource Manager for Textbooks*, please email textbooks@lausd.net.

- Before or on the first day of instruction, assign all instructional materials **directly** to individual students and/or teachers.
 - Use a barcoded scanner or manually enter the student ID number and then the barcode number into the Check Out Items section under the Circulation tab in *Destiny Resource Manager for Textbooks*.
- In the case of lost or damaged instructional materials, the student must immediately be assigned a replacement textbook or instructional material without waiting for the obligation to be cleared.
- Maintain a clean and organized textbook room that allows easy access and accountability of materials stored. The room is to be secure in order to prevent loss.
 - Limit access to the textbook room to no more than 3 specific staff members. Always have one of the specific staff members accompany any other person to, in, and from the textbook room.
- When instructional materials are returned to the secure textbook room at the end of the mester, school year, or when students check out of the school, use a barcode scanner or manually enter the barcode number of each textbook in the Check In Items section under the Circulation tab in *Destiny Resource Manager for Textbooks*.
- During the school year, maintain an accurate inventory in *Destiny Resource Manager for Textbooks* by:
 - Removing all obsolete or damaged textbooks by accurately entering the information into the Update Copies section under the Catalog tab in *Destiny Resource Manager for Textbooks*.
 - Transferring unassigned textbooks to other schools, upon request, by using the Transfer Resources section under the Catalog tab in *Destiny Resource Manager for Textbooks* to initiate the transfer by uploading the items.
 - Transferring surplus instructional materials to the District warehouse and entering the information into the Transfer Resources section of the Catalog tab. See BUL-054689.3, *Removal of Obsolete, Surplus, and/or Damaged Textbook*,

Library Books, and Instructional Materials, dated March 25, 2024 for additional guidance.

Conduct an annual physical inventory of all instructional materials to ensure accurate requests during the Textbook Roadshow. Annual inventory begins in November and concludes in January. See [Library & Textbook Support website](#) for Job Aide.

- All instructional materials on the Williams List are required to be inventoried (this includes barcoded textbooks and consumables).
- Physical inventory must reconcile with *Destiny Resource Manager for Textbooks* records at a minimum of 95%.
- Schools should not exceed 15% of surplus instructional materials based on student enrollment in the course which the textbook is associated with. Quantities exceeding 15% should be transferred to the warehouse. See BUL-054689.3, *Removal of Obsolete, Surplus, and/or Damaged Textbook, Library Books, and Instructional Materials*, dated March 25, 2024 for additional guidance.

Responsibilities of the Region – Policy Implementation

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

AUTHORITY: California *Education Code* Sections 60119, 48904, and 49014
LAUSD Board Rule 1704

RELATED RESOURCES: BUL-054698.3, *Removal of Obsolete, Surplus, and/or Damaged Textbooks, Library Books, and Instructional Materials*, dated March 25, 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 – Instructional Materials Inventory Timeline and Responsibilities

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

Instructional Materials Inventory Timeline and Responsibilities

Responsible Organization	Action	Due Date
School	Compare existing instructional material inventory to the projected enrollment to identify any possible insufficiencies or surpluses. Review inventory information with Region to ensure sufficiency for all schools.	Three weeks prior to opening a mester
School	Assign (check-out) all Instructional Materials to students in compliance with Williams (<i>EC 60119</i>).	Ongoing (beginning in August)
School	Communicate with students and parents/guardians District policy concerning loss or damaged School assigned instructional materials (<i>BUL-5509.5</i>).	At time of enrollment or at the beginning of each school year
School	Send Surplus (remaining unassigned instructional material exceeding 15%) to the District warehouse (<i>BUL-054689.3</i>).	October (ongoing when applicable)
Library & Textbook Support	Set up/prepare inventory in <i>Destiny Resource Manager for Textbooks</i> .	October
School	Complete inventory for items on the Williams Instructional Materials Lists on <i>Destiny Resource Manager for Textbooks</i> .	November to Mid-January
Region	Review inventory with schools.	January
School	Send obsolete instructional materials to the District warehouse (<i>BUL-054689.3</i>).	February & June (also ongoing when applicable)
School	Receive instructional material from Textbook Roadshow or Late Justification request(s) and post the Goods Receipt.	April to September
School	Check-in all barcoded textbooks at the end of each mester and school year.	End of mester and June