

INTEROFFICE CORRESPONDENCE
Los Angeles Unified School District
Division of Instruction
Integrated Library and Textbook Support Services

TO: Secondary/Span School Principals
Teacher Librarians

DATE: April 14, 2023

FROM: Frances Baez 
Chief Academic Officer

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Director, Instructional Operations

SUBJECT: SECONDARY/SPAN SCHOOLS LIBRARY COLLECTION REFRESH

The purpose of this interoffice correspondence is to provide secondary and span schools with information regarding funds to refresh their library collections.

Allocations – Program 15689 Secondary Library Resource:

The funding is based on a per pupil allocation, plus an additional amount based on the Student Equity Needs Index (SENI). The funding may only be used for the following:

- Updating the library collection to provide more diverse authors, topics, and reading levels.
- Purchasing new technology to assist with library book distribution (scanner, desktop workstation, printer). Technology must remain in the library. Not to exceed 10% of total allocation.
- 60 hours of extra hours to be provided to Teacher Librarians and/or classified staff to assist with weeding the collection and shelving the new books.

Getting Started:

Teacher Librarians (TL) should do the following prior to creating their order list:

- Weed the school's collections to remove the outdated and damaged books. Integrated Library & Textbooks Support Services (ILTSS) provided a professional development on how Destiny can be a tool to make weeding less time consuming. (See reference section for supporting materials). ILTSS is available to support those who are new to the TL position or those wanting a review.
- Perform a collection analysis to identify needs in certain areas.

Library books must be ordered from ILTSS approved vendors, such as Follett School Solutions, PermaBound Books and Mackin. The list of ILTSS approved vendors can be viewed [here](#)

If a school's TL position has not been filled, ILTSS staff will contact the school to assist with identifying titles to weed as well as to purchase.

Selection of Books:

Please see the following guidance for book selection. ILTSS recommends:

- Focusing on books with a copyright date within the last five years.
- Hardcover or prebound paperback (like PermaBound, FollettBound, MackinBound); selection of paperback books is highly discouraged.
- Creating a library collection reflecting the school community and curricular needs.

Ordering:

Follow these steps:

- 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).
- When placing the order, the school should over-order by 10%. 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.
- 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.
- Once orders are placed, please fill out this form (one entry per purchase order), <https://forms.gle/T9vpGuipBHajGNpBA>

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 preregister, click [HERE](#) to access. Zoom: 86266871162

- [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>

For additional assistance email: ILTSS@lausd.net or Kimberly Balala at kkr3219@lausd.net.

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