

## **CHAPTER 14 – TEXTBOOKS, LIBRARY BOOKS AND INSTRUCTIONAL MATERIALS**

### **A. EXEMPTION FROM COMPETITION**

Textbooks, library books, educational films, audiovisual materials, test materials, workbooks, instructional computer software packages, or periodicals in any amount needed for the operation of the schools of the district may be procured without taking estimates or advertising for bids (Public Contract Code §20118.3).

### **B. POLICIES AND PROCEDURES**

The Office of Curriculum, Instruction, and School Support establishes policies and procedures related to all requirements for textbooks, library books and instruction materials. Bulletin BUL-6210 (or latest edition), *Targeting the Purchase of Textbook for Grades K-12*, December 18, 2013, provides ordering instructions and an explanation of appropriate expenditures for State textbook funding. Bulletin BUL-5772.2 (or latest edition), *Textbook Policies and School Site Procedures*, dated May 17, 2012, provides guidance to Local Districts and schools in the development and implementation of legally compliant textbook policies and procedures. Bulletin BUL-5209, *Criteria for Evaluating Instructional Materials and Off-Site Instructional Activities*, provides guidelines in evaluating and selecting instructional materials. Additional related policies and procedures are available at <http://www.iltss.org/publications.php>.

### **C. ORDERING PROCEDURES**

Similar to ordering any goods or services, ordering of textbooks, library books and instruction materials begin with entering an SAP Shopping Cart. Since textbooks, library books and instruction materials are not subject to competitive bidding, Shopping Carts with their Product Categories are not routed to Procurement and Contract Administration unless the order amount exceeds \$250,000 requiring Board approval.

Procedures for processing Shopping Carts for supplemental books and instructional materials are at <http://www.lausd.net/ol/basetraining/shoppingCartBPP.html>. Procedures for ordering textbooks utilizing State textbook funding are available at

[http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/98/doc/mmb/Textbook Interim Ordering Process.pdf](http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/98/doc/mmb/Textbook_Interim_Ordering_Process.pdf).