



**LOS ANGELES UNIFIED SCHOOL DISTRICT  
POLICY BULLETIN**

**TITLE:** Criteria For Acceptance of Library Book Donations

**NUMBER:** BUL-6222.2

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**DATE:** July 31, 2019

**POLICY:** Library books and other instructional materials offered for donation to school libraries must meet the criteria outlined below in order to maintain the highest quality books and materials available to support instructional initiatives and recreational reading.

**MAJOR CHANGES:** Revision of BUL-6222.1 of the same title, dated August 21, 2018, to reflect current District policy and URLs.

**GUIDELINES:** Integrated Library and Textbook Support Services (ILTSS) reviews and evaluates library books so that library collections maintain the highest quality books available to support instructional initiatives and recreational reading. Nonprofit organizations donate books intended for use in school libraries; however, not all books donated are appropriate for inclusion in a school’s library collection. The cost and time associated with distributing books in a large geographical area, processing of library books, or preparing books for circulation, must be taken into account when accepting book donations.

**A. CRITERIA FOR SCREENING DONATED LIBRARY BOOKS**

1. Donated library books for inclusion in school library collections should meet the following criteria:
  - Receive favorable reviews in professional school review journals
  - Be appropriate for the intended school level
  - Bound in durable hardcover binding (preferably library bindings)
  - Copyrighted within the last five (5) years (unless a classic title)
  - Align with State and District curriculum standards
  - Fill recreational reading needs
  - Make a valuable contribution to the existing collection or meet a specific need

**ROUTING**  
 Local District Superintendents  
 Administrators of Instruction  
 Directors  
 Fiscal Specialists  
 Principals  
 Library Media Personnel  
 School Administrative Assistant



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2. The following processing requirements must also be considered:
  - a. All books must have processing compatible with *Destiny Library Manager*, the District's library circulation system. ILTSS has identified and approved vendors who can process library books according to standards that meet the current cataloging and automation system requirements. The list of approved vendors is available at the ILTSS website, <https://achieve.lausd.net/iltss>.
  - b. Each book must be:
    - Barcoded with labels compatible with *Destiny Library Manager*
    - Cataloged with a MARC record for entry into the centralized library collection
    - Cataloged according to District specifications so students can locate the books in their school library collection
    - Processed with the cataloging information, including a spine label, circulation card, pocket, and title-page label
    - Stamped with the school name and address
  - c. If donations are not processed as described above, the school will assume responsibility for all the processing.

### **B. RESPONSIBILITIES**

1. ILTSS will screen donations of *single* titles meant for Districtwide distribution to school library collections.
2. Teacher Librarians are qualified to apply the criteria to determine if books donated specifically to their school site should be included in the library's collection.
3. If there is no Teacher Librarian assigned to the school, the principal should request assistance from ILTSS in determining the suitability of the books for inclusion in the school's library collection.
4. If ILTSS or the Teacher Librarian determines that the books are inappropriate for library use, the following uses may be recommended: reading incentives, teacher resources, prizes or rewards, parent/grandparent literacy promotion programs, or classroom libraries.



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### C. CASH DONATIONS FOR PURCHASING LIBRARY BOOKS

1. When an organization contributes money to a particular school for the purpose of purchasing library books, the school principal should follow the procedures outlined in BUL-5895.2 *Donations*, dated August 27, 2018, from the Accounting and Disbursements Division.
2. If there is Teacher Librarian at the school site, he/she will be responsible for the selection and acquisition of the library materials as specified by the donating organization.
3. If there is no Teacher Librarian at the site, ILTSS will work with the principal, library aide, and the school library leadership team to procure the library books as specified by the donating organization.

**ASSISTANCE:** For assistance or further information, please contact Integrated Library and Textbook Support Services at (213) 241-2733.