TITLE: Transfer of Obsolete High School History/Social Science and High School Mathematics Electives Textbooks and Related Materials to District Warehouse

NUMBER: REF-054697

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PURPOSE: To provide guidelines and instructions for the smooth and efficient transfer of obsolete High School History/Social Science and High School Mathematics Electives textbooks as newly-adopted textbooks are implemented.

MAJOR CHANGES: Schools will now create a Remedy ticket to request pick-up of boxed obsolete materials. Boxes will no longer be provided free of charge. Schools can order boxes and tape through the LAUSD General Stores Distribution catalog.

BACKGROUND: During the 2017-18 school year, the District evaluated, adopted, and purchased High School History/Social Science and Mathematics Elective textbooks for Grades 9-12 as follows:

- Modern World History (10th Grade)
- Modern United States History (11th Grade)
- Principles of American Democracy (12th Grade)
- Economics (12th Grade)
- Advanced Placement Government
- Advanced Placement World History
- Ethnic Studies
- Mexican American Studies
- American Indian Studies
- African American History
- Precalculus
- Advanced Placement Calculus AB/BC
- Statistics & Probability
- Financial Algebra
- Transition to College Mathematics and Statistics
- Advanced Placement Statistics
- Discrete Mathematics
To ensure Williams sufficiency, schools must retain the former History/Social Science and Mathematics Electives instructional materials until receipt and distribution of the newly adopted instructional materials is completed. Once the newly-adopted textbooks and instructional materials have been implemented, all previous materials must be sent to the District Warehouse per the instructions below.

Inventory received from school sites will be removed from the school’s Destiny Textbook Manager inventory by ILTSS staff. Procurement will negotiate the sale of obsolete instructional materials, not the individual sites.

INSTRUCTIONS: The principal or designee:

- Should wait until after declaring Williams sufficiency before removing previously adopted materials.
- Pack the books in boxes. Boxes and tape may be ordered through the LAUSD General Stores Distribution Catalog (material number for boxes is 6402500060 and 8323212110 for tape).
  - Boxes must not exceed 18x18x16.
  - Boxes must be in a location easily accessible for Truck Operations upon pickup.
- Mark the boxes as obsolete HS History or Mathematics (see Attachment A for a label template to photocopy and tape to each box).
- Request pick-up of the obsolete materials via a Remedy Ticket (https://lausd-myit.onbmc.com/).
- Refrain from storing pallets outdoors during the inclement weather season. If pallets are water damaged or have signs of insects and/or pests, the Truck Operations Unit will not remove the pallets from the site.
- Send only the specified books to the textbook warehouse. Please refrain from sending non-instructional materials to the warehouse for disposal, e.g. old cum files, clothing, and electronics. Boxes containing non-textbook items may be returned to the school.
- Arrange one pick up per physical school address (e.g. co-located schools, magnet centers, and small schools should coordinate one pick-up location).

ASSISTANCE: For assistance or further information, please contact Integrated Library & Textbook Services at (213) 241-2733.
FROM: _______________________

Obsolete HS Textbooks
Grade Level or Course Name: _______________________

TO:
INTEGRATED LIBRARY & TEXTBOOK SUPPORT SERVICES (ILTSS)
c/o District Warehouse
Pico Rivera