



LOS ANGELES UNIFIED SCHOOL DISTRICT

REFERENCE GUIDE

TITLE: Transfer of Obsolete Elementary and Secondary History/Social Science Textbooks and Related Materials to District Warehouse

NUMBER: REF-073101

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Interim Chief Academic Officer
Division of Instruction

ROUTING

Local District Superintendents
Administrators of Instruction
Directors
Principals
School Administrative Assistants

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Integrated Library and Textbook Support Services

DATE: August 15, 2019

PURPOSE: The purpose of the Reference Guide is to provide guidelines and instructions for the smooth and efficient transfer of obsolete Elementary and Secondary History/Social Science textbooks as newly-adopted textbooks are implemented.

BACKGROUND: During the 2018-19 school year, the District evaluated, adopted, and purchased History/Social Science textbooks for Elementary and Secondary schools as follows:

- Elementary History/Social Science (K-5/6)
- World History: Ancient Civilization (6th Grade)
- World History: Medieval and Early Modern Era (7th Grade)
- United States History: Growth and Conflict (8th Grade)
- Advanced Placement United States History
- Advanced Placement European History
- Advanced Placement Macroeconomics
- Advanced Placement Microeconomics
- Advanced Placement Human Geography
- Advanced Placement Psychology

To ensure Williams sufficiency, schools must retain the former History/Social Science 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 obsolete 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 Integrated Library & Textbook Support Services (ILTSS) staff. Procurement will negotiate the sale of obsolete instructional materials, not the individual sites.



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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 L.A. Unified 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 History/Social Science (see Attachment A for a label template to photocopy and tape to each box).
- Request pick-up of the obsolete materials via an Online Service Request (<http://tinyurl.com/iltss-remedyticket>). Pick-ups will be completed on a first come; first served basis.

IMPORTANT REMINDERS:

- 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.



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ATTACHMENT A

FROM: _____

Obsolete History/Social Science Textbooks ONLY
Grade Level or Course Name: _____

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

