

TITLE: Instructional Materials Inventory Control
Requirements in All Schools

NUMBER: BUL-6189.5

ISSUER: Frances Baez, PhD
Chief Academic Officer
Division of Instruction

Kimberly Balala
Administrative Coordinator
Library & Textbook Support

DATE: September 8, 2025

POLICY: All schools are required to maintain an accurate inventory of their instructional materials using *Destiny Resource Manager for Textbooks*.

MAJOR CHANGES: This bulletin will replace BUL-6189.4 Instructional Materials Inventory Control Requirements in All Schools, dated March 25, 2025. Changes include:

- Revised instructions
- Updated URL
- Updated contact information
- General timeline

GUIDELINES: The following outlines the requirements for textbook inventory control at all schools. The inventory must include all instructional materials that would be assigned to students and/or teachers (excluding teacher editions). All barcoded/non-consumable instructional materials on the [Williams Instructional Materials Lists](#) must be inventoried, including any and all instructional materials with an approved waiver.

Responsibilities of the School – Policy Implementation

At the time of enrollment or at the beginning of each school year, the school shall notify the student and parent or guardian of the District's and school's policies regarding the parents' or guardians' financial responsibility for any loss or damages to instructional materials and that the school is legally authorized to withhold the grades, diplomas, and transcripts of students, or to deny participation in school activities that are deemed privileges (e.g., interscholastic sports, dances, student body office, or other local school activities, with the exception of culmination or graduation ceremonies) until the obligation is cleared, except for students who are experiencing homelessness, in foster care

ROUTING

Deputy Superintendent of
Instruction
Region Superintendents
Region Administrators of
Instruction
Region Directors
Principals
School Administrative
Assistants

or a former foster youth. The school shall review these policies with the students in the appropriate classrooms or homeroom. See [BUL-5509.5 Restitution Procedures for the Loss or Damage of School Property for Students and Parents](#), dated October 23, 2023, for guidance.

Teachers and other school employees, under the direction of the Principal, are held responsible for the care of the school's property, equipment, materials, and supplies, particularly such property as is located in the room or rooms to which they are assigned. (LAUSD Board Rule 1704).

The Principal shall assign a designee the following responsibilities

- Maintain an ongoing, accurate inventory of instructional materials to ascertain the current status of assigned, lost, damaged, and available instructional materials through the use of *Destiny Resource Manager for Textbooks*.
- Update inventory to reflect the addition of instructional materials throughout the year.
 - Receives incoming instructional materials delivery from vendors and verifies the amounts with the packing slip and purchase order.
 - Provides the School Administrative Assistant with the initialed and dated packing slip indicating that all materials have been received in order for the Goods Receipt to be posted in Ariba.
 - If needed, add a barcode to the spine and to the inside front cover of the textbook, then add the barcode number into *Destiny Resource Manager for Textbooks*.
 - If you receive instructional materials from another school, use the Transfer Resources section under the Catalog tab in *Destiny Resource Manager for Textbooks* to complete the transfer by receiving the items.
- Ensure that there are sufficient staff members trained on *Destiny Resource Manager for Textbooks* to prevent any disruption in the Williams Textbook Sufficiency process for distribution and collection. Schools are to use the following ratios to support the designated staff member with textbook-related activities.

Enrollment	Number of Staff (including designee)
1-700	3
701-1499	4
1500-2199	5
2200-2899	6
Above 2900	7

- Training dates for *Destiny Resource Manager for Textbooks* are posted on the [Library & Textbook Support webpage](#).
- Before or on the first day of instruction, assign all instructional materials **directly** to individual students and/or teachers.
 - Use a barcode scanner or manually enter the student ID number and then the barcode number into the "Check Out Items" field under the Circulation tab in *Destiny Resource Manager for Textbooks*.
- In the case of lost or damaged instructional materials, the student must immediately be assigned a replacement textbook or instructional material without waiting for the obligation to be cleared.
- Maintain a clean and organized textbook room that allows for easy access and accountability of stored materials. The room must be secure to prevent loss.
- When instructional materials are returned to the secure textbook room at the end of the semester, school year, or when students check out of the school, use a barcode scanner or manually enter the barcode number of each textbook in the Check In Items field under the Circulation tab in *Destiny Resource Manager for Textbooks*.
- During the school year, maintain an accurate inventory in *Destiny Resource Manager for Textbooks* by:
 - Removing all obsolete or damaged textbooks by accurately entering the information into the Update Copies section under the Catalog tab in *Destiny Resource Manager for Textbooks*.
 - Transferring unassigned textbooks to other schools, upon request, by using the Transfer Resources section under the Catalog tab in *Destiny Resource Manager for Textbooks* to initiate the transfer by uploading the items.
 - Transferring surplus instructional materials to the District warehouse and entering the information into the Transfer Resources section of the Catalog tab. See BUL-054689.3, *Removal of Obsolete, Surplus, and/or Damaged Textbook, Library Books, and Instructional Materials*, dated March 25, 2024, for additional guidance.
- Conduct an annual physical inventory of all student barcoded instructional materials to ensure accurate requests during the Textbook Expo. Annual inventory begins in October and concludes in January. See the [Library & Textbook Support website](#) for guidance.
 - All instructional materials on the [Williams List](#) are required to be inventoried (this includes barcoded textbooks).
 - Physical inventory must reconcile with *Destiny Resource Manager for Textbooks* records at a minimum of 95%.
 - Schools are expected to maintain a loss rate of no more than 15% per textbook title.

- Schools should not exceed 10% of surplus instructional materials based on student enrollment in the course with which the textbook is associated. Quantities exceeding 10% should be transferred to the warehouse for storage. See [BUL-054689.3 Removal of Obsolete, Surplus, and/or Damaged Textbook, Library Books, and Instructional Materials](#), dated March 25, 2024, for additional guidance.

Responsibilities of the Region – Policy Implementation

- Monitor school site practices by site visits and monitoring reports.
- Set the expectation for schools to maintain the textbook loss rate below 15%.
- Ensure an annual inventory is conducted at each school site.
- Coordinate school-to-school instructional material transfers.

AUTHORITY: California *Education Code* Sections 60119, 48904, and 49014
LAUSD Board Rule 1704

RELATED RESOURCES: [BUL-054698.3 Removal of Obsolete, Surplus, and/or Damaged Textbooks, Library Books, and Instructional Materials](#), dated March 25, 2024.

[BUL-5509.5 Restitution Procedures for the Loss or Damage of School Property for Students and Parents](#), dated October 23, 2023.

ATTACHMENTS: Attachment A – Instructional Materials Inventory Timeline and Responsibilities

ASSISTANCE: For assistance or further information, please contact Library & Textbook Support, textbooks@lausd.net.

Instructional Materials Inventory Timeline and Responsibilities

Responsible Organization	Action	When
School	Compare existing instructional material inventory to the projected enrollment to identify any possible insufficiencies or surpluses. Review inventory information with the Region to ensure sufficiency for all schools.	Three weeks prior to opening a mester
School	Assign (check-out) all Instructional Materials to students in compliance with Williams (EC 60119).	Ongoing (beginning in August)
School	Inform students and their parents/guardians of District policy (BUL-5509.5) regarding lost or damaged school-issued instructional materials.	At the time of enrollment or at the beginning of each school year
School	Send surplus (remaining unassigned instructional material exceeding 10%) to the District warehouse (BUL-054689.3).	October (ongoing when applicable)
Library & Textbook Support	Set up/prepare inventory in <i>Destiny Resource Manager for Textbooks</i> .	October
School	Complete inventory for items on the Williams Instructional Materials Lists on <i>Destiny Resource Manager for Textbooks</i> .	November to Mid-January
Region	Review inventory with schools.	January
School	Send obsolete instructional materials to the District warehouse (BUL-054689.3).	February & June (also ongoing when applicable)
School	Receive instructional material from Textbook Expo or Late Justification request(s) and post the Goods Receipt. Any orders created by Library & Textbook Support in response to requests from school sites that do not have a prior year's GR posted prior to August 31 will be closed and reopened on September 1, using school site funds.	April to September
School	Check-in all barcoded textbooks at the end of each mester and school year.	End of mester and June
Library & Textbook Support	Barcoded textbooks not checked in will be marked lost.	After summer school