



ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 4556

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CATEGORY: **Instruction, Instructional Services**

EFFECTIVE: **1-29-62**

SUBJECT: **District Textbook Pool**

REVISED: **8-4-2000**

A. PURPOSE AND SCOPE

1. To outline administrative procedures for sending district-purchased books to the book pool, and requesting books from the book pool and the reserve pool. (The district book pool and reserve pool serve secondary schools only.)
2. **Related Procedures:**

State instructional materials, K–8	4505
Sale or disposal of district textbooks and library books	2805

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: D–2000, D–5000, F–1500, F–2050, F–5000, F–5300, G–4000.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Educational and School Services Department, Institute for Learning.
2. **Definitions**
 - a. **Book pool:** A depository for district-adopted secondary textbooks that are in usable condition, are on the *Ordering Guide for Current District Adoptions*, and are no longer needed at sites for which they were ordered.
 - b. **Reserve pool:** A depository for district-adopted secondary textbooks that are ordered to fill emergency requests during the first year of adoption.
3. **Requests**
 - a. **Book pool.** Secondary schools may request books at no charge on a first-come, first-served basis by calling the Instructional Materials Services, Educational and School Services Department, at the Instructional Media Center (IMC).
 - b. **Reserve pool.** Secondary schools may request books on a “Book Purchase Request,” long form (E.2.), sent to Instructional Materials Services (IMC).

D. IMPLEMENTATION**1. To Send Books to Book Pool****a. Library media teacher**

- (1) Identifies textbooks and state instructional materials in usable condition, but no longer needed at school site. (Books damaged and no longer usable should be discarded as outlined in Procedure 2805.) If there is doubt as to whether to send books to book pool or to discard them, lists books on “Textbook Transfer Document” (E.1.).
- (2) Completes “Textbook Transfer Document” in quadruplicate; lists all textbooks available for transfer to book pool and provides author, title, copyright date, and quantity of books to be transferred; and sends all copies of “Textbook Transfer Document” to Instructional Materials Services (IMC).

- b. **Instructional Materials Services** reviews titles of books on “Textbook Transfer Document” and indicates disposition of each title (book pool or discard). Returns *one* copy of completed “Textbook Transfer Document” to library media teacher and forwards one copy to receiving and distribution to initiate pick-up of materials at site.

- c. **Library media teacher** boxes books in accordance with directions on returned copy of “Textbook Transfer Document”; labels cartons as “IMC—BOOK POOL” or “IMC—DISCARD.”

2. To Request Books From Book Pool

- a. **Instructional Materials Services (IMC)** annually distributes a list of available titles in book pool to secondary library media teachers.
- b. **Library media teachers** order books from book pool by telephoning requests to Instructional Materials Services (IMC).
- c. **Instructional Materials Services (IMC)**, upon receipt of requests from schools, initiates shipment of available materials to sites on scheduled delivery day.

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3. To Request Books From Reserve Pool

- a. **Library media teachers** order books from reserve pool by completing a “Book Purchase Request,” long form (E.2.), and sending it to the Instructional Materials Services (IMC).
- b. **Instructional Materials Services (IMC)**, upon receipt of “Book Purchase Request” forms from schools, initiates shipment of available materials to sites on scheduled delivery day; and forwards memos indicating titles purchased and cost of materials to the Budget Department, Finance Division, Administrative/Operational Support, and library media teacher.

E. FORMS AND AUXILIARY REFERENCES

1. Textbook Transfer Document, Stock Item 22-L-3430
2. Book Purchase Request (Long Form), Stock Item 22-R-3021

F. REPORTS AND RECORDS

G. APPROVED BY



Chief of Staff, Terrance L. Smith
For the Superintendent of Public Education