

ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 4539

PAGE: 1 OF 2

CATEGORY: **Instruction, Instructional Materials**

EFFECTIVE: **1-29-62**

SUBJECT: **Rebinding of Books**

REVISED: **6-20-03**

A. PURPOSE AND SCOPE

1. To outline administrative procedures governing maintenance, repair, and rebinding of district library books and textbooks.
2. **Related Procedure:**
Sale or disposal of district textbooks and library books 2805

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: F-5300, F-5310.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Instructional Materials Services, Instruction and Curriculum Division, Office of Instructional Support.
2. Minor mending and book-repair jobs are done by library staff and student monitors, following instructions in the library handbook.
3. All binding work by commercial binderies shall be handled according to terms of the annual contract, if any, and shall agree with Section D.
4. Books to be rebound are determined by the library media teacher or the principal's designee.

D. IMPLEMENTATION

1. **Library Media Teacher**
 - a. Selects books for binding; packs books in cartons marked "Bindery—Library Books" or "Bindery—Textbooks," Carton 1 of 2, 2 of 2, etc., and name of site.
 - b. Telephones book buyer in the Procurement and Distribution Department, Business Operations Division, Office of School Site Support, for name of approved bindery, unit price, and special instructions, if any.
 - c. Prepares and forwards to principal for signature an electronic nonstock requisition listing quantity of books to be rebound.

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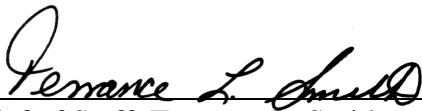
- d. Creates attachment with a list of books to be bound in alphabetical order by title and faxes to appropriate department when electronic requisition is submitted for approval.
 - e. Submits electronic requisition and attachment of books to be bound to the Financial Operations Department, Financial Operations Division, Office of School Site Support, which forwards to the Procurement Unit, Procurement and Distribution Department.
2. **Procurement Unit** prepares purchase order and forwards vendor's copy.
 3. **Library media teacher or designee** contacts Central Receiving Section to arrange for pickup of books and includes a copy of attachment of books to be bound in one *marked* carton.
 4. **Central Receiving Section**
 - a. Arranges shipment of books to bindery.
 - b. When books are returned from bindery, signs purchase order; sends receiving copy to Procurement Unit; and sends delivery copy and books to site.
 5. **Library media teacher** verifies quantities and immediately reports any discrepancies to Purchasing Unit.
 6. Special instructions are issued for bulk quantities to be rebound during summer months.

E. FORMS AND AUXILIARY REFERENCES

F. REPORTS AND RECORDS

1. Electronic nonstock requisition

G. APPROVED BY



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