

# WEEDING

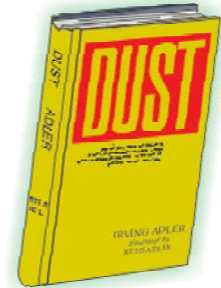
## INTEGRATED LIBRARY AND TEXTBOOK SUPPORT SERVICES' QUICK-GUIDE FOR DEALING WITH OBSOLETE BOOKS

### CRITERIA FOR WEEDING BOOKS

#### WHAT TYPES OF BOOKS SHOULD BE WEEDED?



- Books with out-of-date or misleading information
- Books with inaccuracies, offensive stereotyping
- Books that lack reader appeal
- Books that are physically damaged
- Books where duplicate titles are no longer needed



**DAMAGED and WORN  
LACKS READER APPEAL  
DUPLICATE TITLES  
NO LONGER NEEDED**

**OUT OF DATE  
OFFENSIVE STEREOTYPING  
MISLEADING**

### DISPOSING OF BOOKS

**MAY BE GIVEN AWAY**

**MUST BE RECYCLED**

- Pull barcodes.
- Stamp or write DISCARD/OBSOLETE on book.
- Allow teachers and students to select books for classroom or home.
- Delete barcodes in Destiny.

- Pull Barcodes.
- Stamp or write DISCARD/OBSOLETE on book.
- DO NOT give to teachers or students.
- Delete barcode in Destiny.

#### Removal of OBSOLETE BOOKS

- Pack and seal books in boxes to be sent to the LAUSD Warehouse.
- Mark boxes appropriately (e.g. *Weeded, Obsolete, Damaged*)
- Submit an Online Service Request at <http://lausd-myit.onbmc.com/> to have the boxes picked up (*Select Library/Textbook Pickup from the menu*)

**NOTE: DO NOT SELL THESE BOOKS OR DONATE THEM TO OTHER SCHOOLS.  
DO NOT DONATE OBSOLETE BOOKS TO CHARITIES FOR RESALE.**