

WEEDING

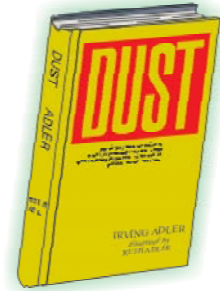
INTEGRATED LIBRARY AND TEXTBOOK SUPPORT SERVICES' QUICK-GUIDE FOR DEALING WITH OBSOLETE BOOKS

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- Books with out-of-date or misleading information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**OUT OF DATE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.
- Fill in Transportation Order Form (*highlighted areas*)
- Fax 'TO' to the Trucking Unit - 562.654.9011

To request boxes go to <http://www.iltss.org>, click on the "Textbooks" tab, click on "Box Request Survey" link and fill in the form.

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