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)

**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- Books with out-of-date or misleading information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

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

**MAY BE GIVEN AWAY**
- Out of Date
- Offensive Stereotyping
- Misleading
- DAMAGED and WORN
- LACKS READER APPEAL
- DUPLICATE TITLES
- NO LONGER NEEDED

**MUST BE RECYCLED**
- 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.