

1 Great Falls School District

2

3 **INSTRUCTION**

2310R

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6 Selection of Library Materials

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8 The selection of library materials is a professional task conducted by the library staff. In  
9 selecting library materials, the librarian will evaluate the existing collection; assess curricula  
10 needs; solicit recommendations from school staff, parents, and students; examine materials and  
11 consult reputable, professionally prepared selection aids. Librarians involved in selection of  
12 resource materials will also use the following criteria as a guide:

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- 14 a. Support and contribute to the general education goals of the District
- 15 b. Support and contribute to the objectives of specific courses and student interests
- 16 c. Demonstrate validity, currency, appropriateness for content, age, and student  
17 developmental level
- 18 d. Maintain favorable reviews or recommendations found in standard selection sources
- 19 e. Demonstrate the reputation and significance of the author, producer, and/or publisher
- 20 f. Foster respect for and gain an understanding of the contributions made to our society  
21 by diverse groups of people
- 22 g. Support Indian Education for All
- 23 h. Represent differing viewpoints on controversial subjects with the goal of providing a  
24 balanced collection
- 25 i. Demonstrate value commensurate with cost and/or need
- 26 j. Demonstrate quality and variety of format

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29 Parental Discretion

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31 Parents may request in writing that their minor child/children not be allowed to check out  
32 specific book titles, authors, and/or subjects.

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34 Weeding

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36 When materials no longer meet the criteria for selection, they shall be weeded. Weeding is a  
37 necessary aspect of selection, since every library will contain works which may have answered a  
38 need at a time of acquisition, but which, with the passage of time, have become obsolete, dated,  
39 unappealing, or worn out.

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41 **Discarded materials will be clearly stamped:**

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43 “WITHDRAWN FROM GREAT FALLS PUBLIC SCHOOL LIBRARY”

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45 Materials will be discarded in compliance with § 20-6-604, MCA. When the decision to sell or  
46 dispose of library materials is made, the Board shall adopt a resolution to sell or otherwise

1 dispose of the materials because it is or is about to become abandoned, obsolete, undesirable, or  
2 unsuitable for the school purposes of the District. The Board shall publish a notice of the  
3 resolution in the Great Falls Tribune. The resolution may not become effective until fourteen  
4 (14) days after the notice is published.

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7 Materials Reconsideration Procedures (Complaint Procedure)  
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9 The District will establish a Library Materials Review Committee. The committee will be  
10 appointed by the Board of Trustees based on recommendation from the administration and  
11 GFEA following an annual application process.

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13 When a citizen's request to remove an item or limit its accessibility is appealed beyond the  
14 building administrator (Level 3 of the Uniform Complaint Procedure), it will be acted upon, one  
15 item at a time, by the Library Materials Review Committee.

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17 The Library Materials Review Committee will consist of one administrator who will chair the  
18 committee and who will be a voting member. It will also include two faculty members who teach  
19 at the level that represents the item in question, the Student Body President from each high  
20 school (or designee), four community members, and three librarians, one from each level.

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22 No committee member may serve on a review originating from a school at which he or she has a  
23 child. Staff members may participate in a review, but the librarian(s) must be from a school other  
24 than where the complaint originated. All committee members will read the selection in question  
25 prior to the committee meeting. When necessary, as determined by the Superintendent or  
26 designee, the Superintendent or designee may appoint an alternate committee member.

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28 In the event that the complainant fails to appear at a meeting in which they have previously  
29 committed to appear, without just cause, the meeting will be adjourned, and the complaint  
30 dismissed.

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32 The committee will hear from at least one spokesperson from both sides of the issue. A written  
33 decision will be delivered to the complainant within ten (10) school days following the last  
34 committee meeting. That decision will apply to all other schools of similar grade levels.

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36 An appeal from either side must be delivered, in writing, to the Superintendent within ten (10)  
37 school days. The Board of Trustees will make the final decision on appeals.

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39 Gifts  
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41 Gift materials may be accepted with the understanding that they must meet criteria set for book  
42 selection.  
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1 Cross References:

2 Policy 2309 Library Materials

3 Policy 2310 Selection of Library Materials

4 Policy 2310FI Citizens Request for Reconsideration of Library Materials

5 Policy 2310F2 Checklist for Library Materials Selection Committee Reconsideration of Material

6 Policy 2310F3 Library Materials Review Committee Application

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8 Policy History:

9 Adopted on: July 1, 2000

10 Revised on: August 27, 2001

11 Revised on: November 14, 2022