

1 **2310R INSTRUCTION**

2 Library Media Collection Development

3 **Selection of Library Materials**

4 The selection of library materials is a professional task conducted by the library staff. In selecting library  
5 materials, the librarian will evaluate the existing collection; assess curricula needs; examine materials  
6 and consult reputable, professionally prepared selection aids.

7 **Materials Selection Procedures**

8 1. Criteria for Selection

9 The following criteria will be used for the selection of materials, where applicable. Materials shall:

- 10 a. Support and be consistent with the general educational goals of the district
- 11 b. Support and be consistent with the objectives of specific courses
- 12 c. Be current.
- 13 d. Have aesthetic, literary or social value.
- 14 e. Be appropriate for the subject area and for the age, emotional development, ability level  
15 and social development of those for whom the materials are selected.
- 16 f. Be created by competent and qualified authors and producers.
- 17 g. Be chosen to foster respect for and gain an understanding of the contributions made to  
18 our civilization by minority and ethnic groups.
- 19 h. Realistically represent our pluralistic society.
- 20 i. Provide a stimulus to creativity.
- 21 j. Represent differing viewpoints on controversial subjects with the goal of providing a  
22 balanced collection.
- 23 k. Have a physical format and appearance suitable for their intended use.
- 24 l. Be of acceptable technical quality.
- 25 m. Be selected in multiple copies when demand warrants.

26 2. Process of Selection

- 27 a. During the selection process, the library media specialist(s) will evaluate the existing  
28 collection and assess curriculum and recreational needs.

29 **The library media specialist(s) will consult:**

- 30 1. Reputable, unbiased, professionally prepared selection aids.
- 31 2. Teachers from departments and/or grade levels.
- 32 3. Bibliographies listed in textbooks adopted by the District.
  - 33 a. Recommendations for purchase will be solicited from school personnel, students, and  
34 parents.
  - 35 b. To insure proper quality in content and technical aspects, materials may be ordered for  
36 preview before purchase.
  - 37 c. A list of proposed reading materials will be made available for review by parents,  
38 teachers, and students prior to ordering.

- d. Recreational reading materials that have been ordered and received will be available for preview by parents, teachers, and students.

**Parental Discretion**

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

**Weeding**

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

**Discarded materials will be clearly stamped:**

“WITHDRAWN FROM GREAT FALLS PUBLIC SCHOOL LIBRARY”

Materials will be discarded in compliance with § 20-6-604, MCA. When the decision to sell or dispose of library materials is made, the Board shall adopt a resolution to sell or otherwise dispose of the material because it is or is about to become abandoned, obsolete, undesirable, or unsuitable for the school purposes of the District. The Board shall publish a notice of the resolution in the Great Falls Tribune. The resolution may not become effective until fourteen (14) days after the notice is published.

**Materials Reconsideration Procedures (complaint procedure)**

If a complaint is made (a complaint is defined as a verbal or written statement of opposition to a resource, requesting that it be reconsidered), the steps to be followed are:

1. Each complainant should be directed to the building principal.
2. The building principal will invite the complainant to complete and return the prepared reconsideration form.
3. The building principal will notify the library media specialist and the Supervisor of Library Media Services of the complaint.
4. If a reconsideration form is completed the principal will organize a committee (the principal, two teachers and the library media specialist, at least one parent, and a student representative alternating from CMR and GFHS, with the first student representative to be determined by the flip of the coin and leave it up to the Student Body President and School Administration as to who would be selected on this committee) to reconsider the material. The committee will make its recommendation within ten (10) school days.
5. The building principal will notify the complainant of the committee decision. If the complainant requests further action, the reconsideration form and school committee decision will be directed to the Superintendent of schools.
6. The Superintendent will appoint a committee (one library media specialist, one parent, one teacher, one building administrator, the supervisor of library media services and a student representative alternating from CMR and GFHS, with the first student representative to be determined by the flip of the coin and leave it up to the Student Body President and School Administration as to who would be selected on this committee) to re-evaluate the material being questioned and to make recommendations.

- 1       7. The Superintendent and the committee may call in representative citizens for consultation.
- 2       8. Materials will be reviewed and reconsidered in light of objections raised. The committee will make
- 3       its recommendation to the Superintendent within ten (10) school days.
- 4       9. The committee's recommendation will be sent in writing to the complainant by the
- 5       Superintendent within five (5) school days.
- 6       10. Within ten school days after receipt of the committee's decision, the complainant may appeal to
- 7       the Board of Trustees.

8       The chairperson of the Board may appoint a committee of, but not limited to, two Board members, one  
9       administrator, one teacher and the supervisor of library media services. If appointed, the committee will  
10      submit a recommendation to the Board of Trustees through the District Superintendent for its  
11      consideration. In the alternative the Board may review the complaint as a body-of-the whole.

12      **Gifts**

13      Gift materials may be accepted with the understanding that they must meet criteria set for book selection.

14      Procedure History:

15      Adopted on: July 1, 2000

16      Revised on: August 27, 2001