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3 **INSTRUCTION**

2310P

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5 Selection of Library Materials

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

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11 Weeding

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

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17 Discarded materials will be clearly labeled discard:

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

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25 Gifts

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

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31 Procedure History:

32 Promulgated on: 04/22/2004

33 First reading on: 10/13/21

34 Second reading/Adopted on: 11/10/21