

INSTRUCTION

Library Media Collection Development

Library Materials

School library and classroom library books are primarily for use by District students and staff. Library books may be checked out by either students or staff. Individuals who check out books are responsible for the care and timely return of those materials. The building principal may assess fines for damaged or unreturned books.

District residents and parents or guardians of non-resident students attending the District may be allowed use of library books, at the discretion of the building principal. However, such access shall not interfere with regular school use of those books. Use of library books outside of the District is prohibited except for inter-library loan agreements with other libraries.

Any individual may challenge the selection of materials for the library/media center. The Uniform Complaint Procedure will be utilized to determine if challenged material is properly located in the library.

School Library Program Purpose

The purpose of the School District Library Program is to: prepare students to access, evaluate, and use resources effectively and efficiently to meet their information needs; provide materials in varied formats which support the district curriculum, independent learning, individual educational needs, and personal enjoyment; ensure selection of a broad range of materials on controversial issues to support student development of critical analytical skills; and encourage collaboration with other educators to develop strategies that meet the needs of students and the honor applicable laws and regulations.

Student Rights and Services

The District has libraries in every school with the primary objective of implementing and supporting the educational program in the schools. It is the objective of these libraries to provide students a means to voluntarily access a wide range of materials on all appropriate levels of difficulty, with diversity of appeal and the presentation of different points of view. The District meets the educational, recreational, and/or research needs of this community by providing access to our collections to all community members, developing unique outreach activities that support literacy.

Librarians, in consultation with Administration, will, upon request engage with parents regarding the parent's student and the student's access to library materials.

The provision of a wide variety of library materials at all reading levels supports the District's mission to develop the full educational potential of each student so they become capable of contributing to society. In support of these objectives, the Board reaffirms the principles of intellectual freedom, access to information, and free speech inherent in the First Amendment of the Constitution of the United States and Article II, Section 7 of the Montana Constitution.

The Superintendent is responsible for selection of library materials. Ultimate responsibility for the selection of library materials rests with the Board. The Board, acting through the Superintendent, thereby delegates the authority for the selection of library materials to the principal in each of the schools. The principal further delegates that authority to the librarian in the school.

Management Practices

Each school librarian is responsible for evaluating the collection for currency, appropriateness, and usefulness, within the budget constraints consistent with this Policy. Standard checklists, catalogs, reviews, bibliographies are used to measure the existing collection against authoritative recommendations. To the extent possible, currency or accuracy of content, use, patron requests, appearance, and subject coverage related to curriculum are taken into consideration in the decision to retain an item.

District libraries are authorized purchase and provide access to materials in a wide variety of formats, including but not limited to books, audio books, eBooks, videos, DVDs, computer software, maps, periodicals, CDs, and a variety of online subject databases. In general, the libraries do not purchase multiple copies of materials unless it has been determined that multiple copies are necessary to support a particular curricular area. Exceptions are made in the case of some popular fiction where demand is high.

Collection Responsibilities and Selection

Selection and approval of materials for the libraries remains the legal responsibility of the Board of Trustees and Superintendent consistent with Section 20-7-204, MCA. The responsibility for the selection of materials for the individual school libraries has been delegated to the individual librarians with faculty and administrative consultation.

Professional reviewing sources as well as recommended lists are consulted in the selection of materials. Materials shall support and be consistent with the general educational goals of the State and District, as well as support the aims and objectives of individual schools and specific courses. Selection of library materials is a professional task conducted by library staff. In selecting library materials, the librarian will evaluate the existing collection; assess curricula needs; examine materials; and consult reputable, professionally prepared selection aids.

Materials selected and approved for appearance in a school library collection shall follow the following criteria:

- (a) recognize the primary objective of the school library is to serve as a voluntary setting for students to engage in individualized use
- (b) depict in an accurate and unbiased way the pluralistic nature of society in a way that enriches and supports the basic system of quality education provided by the District
- (c) be of interest to students and suitable for appropriate levels of maturity, difficulty, and interest to promote the enlightenment of students which the specific school library serves
- (d) stimulate growth in knowledge, literary appreciation, and ethical standards for students which the specific school library serves
- (e) demonstrate serious literary, scientific, artistic, political, or philosophical value for students which the specific school library serves
- (f) provide comprehensive information to enable pupils to make intelligent judgments on a range of topics and issues in a educationally relevant manner
- (g) assist teachers in providing moral and civic instruction to pupils consistent with Section 20-4-301(1)(f), MCA;
- (h) Recognize the distinct and unique cultural heritage of American Indians
- (i) comply with equality and nondiscrimination standards in Article X, Section 1 of the Montana Constitution and Section 49-2-307, MCA

When honoring the above requirements, librarians shall consider the following factors when selecting library materials:

- (a) Educational significance
- (b) Contribution the subject matter makes to the curriculum
- (c) Interests of the students
- (d) Reputation and significance of the author, producer, and publisher
- (e) Contribution the material makes to the breadth of representative viewpoints on controversial issues
- (f) Quality and variety of format
- (g) Value commensurate with cost and need
- (h) Timeliness or permanence

Gifts

Gifts of books or money are accepted by the school libraries when appropriate consistent with Policy 7260 and Sections 20-6-601 and 20-9-604, MCA. The criteria for accepting books or other materials are the same as that outlined in the Collection Responsibilities and Selection Procedures. The superintendent or designee shall be consulted on all potential donations. Materials deemed unsuitable for the library will not be accepted. Some donated items may be distributed to students, staff, or local community. The libraries will make the prospective donor aware of this policy.

Maintenance

Collection development includes the weeding or maintenance of library materials. Each school librarian is responsible for maintenance of the library's materials, with the consultation of other administrative and faculty members as needed. The librarian is responsible for continually maintaining the collection throughout the year. Librarians shall consider the following factors when maintaining library materials:

- Items worn or damaged beyond repair
- Duplicate copies of seldom used titles
- Materials unused over a period of five to seven years
- Materials which contain outdated or inaccurate information
- Materials no longer of relevance to the curriculum or interests of the students
- Materials that no longer meet the current selection standards included in this Policy

When possible, any discarded materials that have academic merit will be made available to district teachers. Rare, cultural, or historic texts may be kept in local archives. Some discarded materials may become available to students or local programs. Finally, district librarians will make every effort to recycle unwanted materials or dispose of materials in a proper way.

Discarded materials will be clearly stamped:

“WITHDRAWN FROM PUBLIC SCHOOL DISTRICT LIBRARY PROGRAM”

Materials will be discarded in compliance with Section 20-6-604, MCA. When the decision to sell or dispose of library materials is made, the Board will 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 will publish a notice of the resolution in the newspaper of general circulation in the District. The resolution may not become effective for fourteen (14) days after notice is published.

Public Access to Library Materials

School library and classroom library books are provided primarily for use by District students and staff. Library books may be checked out by either students or staff. Individuals who check out books are responsible for the care and timely return of those materials. The building principal or their designee is responsible for assessing fines for damaged or unreturned books.

District residents, non-parents, or parents/guardians of non-resident students attending the District may be allowed use of library books at the discretion of the Superintendent or their designee. Permission to check out materials shall be obtained from the Superintendent or their designee. However, such access shall not interfere with regular school use of those books. Use of the library books outside of the District is prohibited except for inter-library loan agreements with other libraries.

Review and Reconsideration

Requests to review and reconsider placement of library materials selected and placed in a school library under this policy will be considered in accordance with Policy 2314 or Policy 1700, when applicable.

Cross Reference:

1700 - Uniform Complaint Procedure
Policy 2158 – Family Engagement
Policy 2330 – Controversial Issues and Academic Freedom
Policy 3210 – Non-Discrimination in Education
Policy 2314 –Library Material Review Policy
7251-Disposal of School Property Policy
7260 - Donations, Endowments, Gifts, and Investments
First Amendment, United States Constitution
Article II, Section 7, Montana Constitution
Article X, Section 1, Montana Constitution

Legal Reference:

First Amendment, United States Constitution
Article II, Section 7, Montana Constitution
Article X, Section 1, Montana Constitution
§ 20-4-301(1)(f), MCA Duties of Teacher
§ 20-4-402(5), MCA Duties of district superintendent or county high school principal
§ 20-6-604, MCA Trustees Power to Accept Gifts
§ 20-6-604, MCA Sale of School Property After Resolution
§ 20-7-203, MCA Trustees' policies for school library
§ 20-7-204, MCA School library book selection
§ 20-9-604, MCA Gifts, legacies, devises, and administration of endowment fund
§ 40-6-703, MCA Parental Involvement in Education
§ 49-2-307, MCA Discrimination in Education

Policy History:

Reviewed on:	May 20, 2024
Reviewed on:	August 14, 2024
First Reading:	September 16, 2024 – Regular Board Meeting
Second Reading:	October 8, 2024 – Board Operations Committee
Third Reading:	October 21, 2024 – Regular Board Meeting
Adopted on:	October 21, 2024
Effective on:	October 21, 2024