

1 Great Falls School District

2
3 **INSTRUCTION**

2309

4
5 School Library Program

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7 Purpose

8
9 The purpose of the School District Library Program is to: prepare students to access, evaluate,
10 and use resources effectively and efficiently to meet their information needs; provide materials in
11 varied formats which support the district curriculum, independent learning, individual
12 educational needs, and personal enjoyment; ensure selection of a broad range of materials on
13 controversial issues to support student development of critical analytical skills; and encourage
14 collaboration with other educators to develop strategies that meet the needs of students and that
15 honor applicable laws and regulations.

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17 Student Rights and Services

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19 The District has libraries in every school with the primary objective of implementing and
20 supporting the educational program in the schools. It is the objective of these libraries to provide
21 students a means to voluntarily access a wide range of materials on all appropriate levels of
22 difficulty, with diversity of appeal and the presentation of different points of view. The District
23 meets the educational, recreational, and/or research needs of this community by providing access
24 to our collections to all community members, developing unique outreach activities that support
25 literacy. Parents may request in writing, to the school librarian, that their minor child(ren) not be
26 allowed to check out specific book titles, authors or subjects.

27
28 The provision of a wide variety of library materials at all reading levels supports the District
29 mission that the public school in Montana enables students to develop their full educational
30 potential so that they become capable of contributing to the further good of that society. In
31 support of these objectives, the Board reaffirms the principles of intellectual freedom, access to
32 information, and free speech inherent in the First Amendment of the Constitution of the United
33 States and Article II, Section 7 of the Montana Constitution.

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

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41 Management Practices

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43 Each school librarian is responsible for evaluating the collection for currency, appropriateness,
44 and usefulness, within the budget constraints consistent with this Policy. Standard checklists,
45 catalogs, reviews, bibliographies are used to measure the existing collection against authoritative
46 recommendations. To the extent possible, currency or accuracy of content, use, patron requests,

1 appearance, and subject coverage related to curriculum are taken into consideration in the
2 decision to retain an item.

3
4 District libraries are authorized purchases and provide access to materials in a wide variety of
5 formats, including but not limited to books, audio books, eBooks, videos, DVDs, computer
6 software, maps, periodicals, CDs, and a variety of online subject databases. In general, libraries
7 do not purchase multiple copies of materials unless it has been determined that multiple copies
8 are necessary to support a particular curricular area. Exceptions are made in the case of some
9 popular fiction where demand is high.

10 11 Collection Responsibilities and Selection

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

17
18 Professional reviewing sources as well as recommended lists are consulted in the selection of
19 materials. Materials shall support and be consistent with the general educational goals of the
20 State and District, as well as support the aims and objectives of individual schools and specific
21 courses. Selection of library materials is a professional task conducted by library staff. In
22 selecting library materials, the librarian will evaluate the existing collection; assess curricula
23 needs; examine materials; and consult reputable, professionally prepared selection aids. Materials
24 selected and approved for appearance in a school library collection shall follow the following
25 criteria:

- 26
- 27 • Recognize the primary objective of the school library is to serve as a voluntary setting for
- 28 students to engage in individualized use.
- 29 • Depict in an accurate and unbiased way the pluralistic nature of society in a way that
- 30 enriches and supports the basic system of quality education provided by the District.
- 31 • Be of interest to students and suitable for appropriate levels of maturity, difficulty, and
- 32 interest to promote the growth of students which the specific school library serves.
- 33 • Stimulate growth in knowledge, literary appreciation, and ethical standards for students
- 34 which the specific school library serves.
- 35 • Demonstrate serious literacy, scientific, artistic, political, or philosophical value for
- 36 students which the specific school library serves.
- 37 • Provide comprehensive information to enable pupils to make intelligent judgments on a range of
- 38 topics and issues in a educationally relevant manner.
- 39 • Assist teachers in providing moral and civic instruction to pupils consistent with § 20-4-
- 40 301(1)(f), MCA.
- 41 • Recognize the distinct and unique cultural heritage of American Indians.
- 42 • Comply with equality and nondiscrimination standards in Article X, Section 1 of the Montana
- 43 Constitution and § 49-2-307, MCA.

44
45 When honoring the above requirements, librarians shall consider the following factors when
46 selecting library materials:

- 1
- 2 • Educational significance.
- 3 • Contribution the subject matter makes to the curriculum;
- 4 • Interests of the students;
- 5 • Reputation and significance of the author, producer, and publisher;
- 6 • Represent differing viewpoints on controversial subjects with the goal of providing a
- 7 balanced collection;
- 8 • Quality and variety of format;
- 9 • Value commensurate with cost and need;
- 10 • Timeliness or permanence.
- 11

12 Gifts

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

21 22 Maintenance

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

- 29
- 30 • Items worn or damaged beyond repair.
- 31 • Duplicate copies of seldom used titles.
- 32 • Materials unused over a period of five to seven years.
- 33 • Materials which contain outdated or inaccurate information.
- 34 • Materials no longer of relevance to the curriculum or interests of the students.
- 35 • Materials that no longer meet the current selection standards included in this Policy.
- 36

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

41
 42 Discarded materials will be clearly stamped:

43
 44 “WITHDRAWN FROM _____ PUBLIC SCHOOL LIBRARY”
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1 Materials will be discarded in compliance with § 20-6-604, MCA. When the decision to sell or
2 dispose of library materials is made, the Board will adopt a resolution to sell or otherwise dispose
3 of the material because it is or is about to become abandoned, obsolete, undesirable, or unsuitable
4 for the school purposes of the District. The Board will publish a notice of the resolution in the
5 newspaper of general circulation in the District. The resolution may not become effective for
6 fourteen (14) days after notice is published.

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8 Public Access to Library Materials
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10 School library books are provided primarily for use by District students and staff. Library books
11 may be checked out by either students or staff. Individuals who check out books are responsible
12 for the care and timely return of those materials. The building principal or their designee is
13 responsible for assessing fines for damaged or unreturned books.
14

15 District residents, non-parents, or parents/guardians of non-resident students attending the
16 District may be allowed use of library books at the discretion of the Superintendent or their
17 designee. Permission to check out materials shall be obtained from the Superintendent or their
18 designee. However, such access shall not interfere with regular school use of those books. Use of
19 the library books outside of the District is prohibited except for inter-library loan agreements with
20 other libraries.
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22 Review and Reconsideration
23

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

29 Policy 1000	Legal Status and Operations
30 Policy 1770	Uniform Complaint Procedure
31 Policy 2158	Family Engagement
32 Policy 2310	Selection of Library Materials
33 Policy 2310R	Selection of Library Materials
34 Policy 2311	Instructional Materials
35 Policy 2314	Instructional or Library Material Review
36 Policy 2330	Controversial Issues and Academic Freedom
37 Policy 3210	Non-Discrimination in Education
38 Policy 2314	Library Material Review
39 Policy 7251	Disposal of School Property

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41 Legal References:

42 First Amendment, United States Constitution
43 Article II, Section 7, Montana Constitution

- 1 Article X, Section 1, Montana Constitution
- 2 § 20-4-301(1)(f), MCA Duties of Teacher
- 3 § 20-4-402(5), MCA Duties of District Superintendent or County High School Principal
- 4 § 20-6-604, MCA Trustees Power to Accept Gifts
- 5 § 20-6-604, MCA Sale of School Property After Resolution
- 6 § 20-7-203, MCA Trustees' policies for school library
- 7 § 20-7-204, MCA School library book selection
- 8 § 20-9-604, MCA Gifts, legacies, devises, and administration of endowment fund
- 9 § 40-6-701, MCA Interference with Fundamental Parental Rights Restricted
- 10 § 40-6-702, MCA Fundamental Parental Rights
- 11 § 40-6-703, MCA Parental Involvement in Education
- 12 § 49-2-307, MCA Discrimination in Education
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- 14 Policy History:
- 15 Adopted on: August 19, 2024