

Selection of Library/Media Materials

The selection of library material is a professional task conducted by the library/media staff with recommendations from faculty, administration, and students. The librarian will evaluate the existing collection; assess curricula needs; examine materials and consult reputable, professionally prepared selection aids.

The following guidelines for evaluation and selection should be considered in developing the library/media collection:

1. represent artistic, historic, and literary qualities;
2. reflect problems, aspirations, attitudes and ideals of today's world;
3. contribute to the objectives of the instructional program;
4. be appropriate to the level of the user;
5. represent differing viewpoints on controversial subjects;
6. provide a stimulus to creativity; and
7. be of high technical quality.

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:

"WITHDRAWAL FROM CORVALLIS 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 newspaper of general circulation in Corvallis. The resolution may not become effective for 14 days after the notice is published.

Gifts

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

Procedure for Reconsideration of Library/Media Materials

If an objection is made to library/media materials, the following procedures should be followed:

1. The objector should meet informally with the head librarian.
2. If the problem cannot be resolved informally, the librarian involved should inform the objector of the selection procedures and make no commitments. The objector should be requested to complete and return a formal "Request for Reconsideration of Instructional Materials" form (2309F).
3. The librarian should inform the building principal immediately when the completed "Request for Reconsideration" form is returned.
4. Challenged materials will remain on the shelves during the reconsideration period.
5. Upon receipt of the completed form, a committee composed of the head librarian, the building principal, the English department head, or a teacher designated by the principal, and a parent appointed by the building principal shall review the challenged material within 20 working days. The building principal shall chair the committee. The committee will:
 - a. read or review the material in its entirety;
 - b. examine professional reviews of the questioned materials;
 - c. evaluate the item;
 - d. invite the objector to meet with the committee to present his or her point of view; and
 - e. review the objector's complaints and make a decision.
6. A report shall be prepared by the building principal and sent to the superintendent and the objector.
7. Should the objector not be satisfied with the decision of the committee, within 10 days of receipt of the committee's decision, he/she may request in writing a review by the superintendent. The objector's "Request for Reconsideration" form and the committee report shall be made available to the superintendent. The superintendent will render a decision within ten (10) working days of receipt of the appeal request.
8. Should the objector not be satisfied with the decision of the superintendent, within 10 days of receipt of the Superintendent's decision, he/she may request in writing a review by the board of trustees, who will conduct a hearing on the matter at the next regularly scheduled board meeting. The board will render a decision within ten (10) working days of the board meeting.