

1 **St. Regis School District**

2  
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  
9 materials, 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  
14 necessary aspect of selection, since every library will contain works which may have answered a  
15 need at the time of acquisition, but which, with the passage of time, have become obsolete, dated,  
16 unappealing, or worn out.

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18 Discarded materials will be clearly stamped:

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20 "WITHDRAWAL FROM ST. REGIS PUBLIC SCHOOL LIBRARY"

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

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29 Gifts

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

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36 Procedure History:

37 Promulgated on: March 8, 2006

38 Revised on: