

1 Ovando School District #11

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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
8 library materials, the librarian will evaluate the existing collection; assess curricula needs;
9 examine 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,
16 dated, unappealing, or worn out.

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18 Discarded materials will be clearly stamped:

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20 "WITHDRAWAL FROM OVANDO 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
24 dispose of the material because it is or is about to become abandoned, obsolete, undesirable, or
25 unsuitable for the school purposes of the District.

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27 Gifts

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

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34 Procedure History:

35 Promulgated on: February 10, 2014

36 Reviewed on: January 13, 2014

37 Revised on: January 13, 2014