

1 **Potomac Elementary**

2  
3 **INSTRUCTION**

2309

4  
5 Library Materials

6  
7 School library and classroom library books are primarily for use by District students and staff.  
8 Library books may be checked out by either students or staff. Individuals who check out books  
9 are responsible for the care and timely return of those materials. The staff may assess fines for  
10 damaged or unreturned books.

11  
12 District residents and parents or guardians of non-resident students attending the District may be  
13 allowed use of library books, at the discretion of the Principal. However, such access shall not  
14 interfere with regular school use of those books. Use of library books outside of the District is  
15 prohibited except for inter-library loan agreements with other libraries.

16  
17 Any individual may challenge the selection of materials for the library/media center. The  
18 Uniform Complaint Procedure will be utilized to determine if challenged material is properly  
19 located in the library.

20  
21  
22  
23 Cross Reference: 1700 Uniform Complaint Procedure  
24 2314 Learning Materials Review

25  
26 Legal Reference: § 20-4-402(5), MCA Duties of district superintendent or county high  
27 school principal  
28 § 20-7-203, MCA Trustees' policies for school library  
29 § 20-7-204, MCA School library book selection

30  
31 Policy History:

32 Adopted on: November 8, 2010

33 Reviewed on:

34 Revised on: