

1 **Potomac Elementary**

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

35 Adopted on: November 8, 2010

36 Reviewed on:

37 Revised on: