

STUDENT INSTRUCTION

Library/Media Collection Management Policy

Helena School District library media centers provide access to information and resources in a variety of formats and facilitate the development of skills necessary to become lifelong learners in an information rich society. Library media centers in the district are committed to evaluating, selecting, organizing and managing resources to insure that students and teachers will have access to a wide variety of information and ideas. Materials must present the problems and issues of our times in a format suitable to the student's maturity and interest level. Materials must also represent multiple points of view.

Library/media collection management must address the needs of the school, curriculum, and students. The purpose of this policy is to ensure a quality collection is available for use by all students as set forth in procedures by the district in guiding library media specialists in the selection of materials and equipment.

Selection must provide for a wide range of materials and technology on appropriate levels of difficulty with a diversity of appeal and with a presentation of a variety of viewpoints.

Though final responsibility rests with the Board of Trustees, the collection management process is generally delegated to the building level principals and librarians.

The Board recognizes the right of privacy of all library users as provided by Montana law and the American Library Association. Records maintained in libraries, which identify specific individuals with specific resources, programs or services, are confidential and will not be disclosed.

A library is not prevented from publishing or making available to appropriate sources statistical reports regarding library circulation if those reports are presented so that no individual is identified therein.

Library records may be disclosed to the extent necessary to return overdue or stolen materials or collect fines.

The Board recognizes and supports the following documents governing library/media collection management, operation and standards:

1. American Library Association: Library Bill of Rights.
2. American Library Association: Free Access to Libraries for Minors.
3. American Library Association: Access to Resources and Services in the School Library Media Program.
4. National Council of Teachers of English: The Students Right to Read.

2065 Continued

5. The Freedom to Read: A Joint Statement by the American Library Association and the Association of American Publishers.

Copies of these documents are on file in the central administration building, the District Library office, and each library/media center.

Legal References:

Cross References:

Policy History:

Adopted On:

Revised On: 12.11.1990, 10.27.1998, 1.12.1999, 9.10.2002