

**LIBRARY MATERIALS SELECTION AND  
ADOPTION/RECONSIDERATION**

All materials selected shall be consistent with the stated principles of selection which apply to all instructional and library materials.

Additionally, in maintaining and augmenting school library collections, persons responsible for selection of materials shall strive to:

1. Meet the needs of the individual school based on knowledge of the curriculum and the stated needs of administrators and teachers,
2. Meet the needs of individual students, according to both the stated needs of students and general understanding of children's interests,
3. Provide a balanced collection, with a fair proportion of each type of material selected to meet the needs of the curriculum, the students and professional staff at all levels.
4. Provide a wide range of materials with diversity of appeal and different points of view.

In order to maintain a current and highly useable collection of materials, media specialists, shall provide for continuing renewal of the collection, not only by addition of up to date materials, but by the judicious elimination of materials which no longer meet the needs or find use.

Gifts to the library may be accepted if they meet the criteria established for the selection of all instructional materials.

In selecting materials for purchase for the media center, the media generalist will evaluate the existing collection and the curriculum needs and will consult reputable, professionally prepared selection aids and other appropriate sources. Selection tools may include the following: book lists, school library journals, horn book magazine, media and methods, bulletin of the Center for Children's Books, Publisher's Weekly, Children's Catalog, Junior High School Library Catalog, Senior High School Library Catalog, Elementary School Library Catalog.

Appropriate materials may also be selected at the discretion of the media generalist or recommendation of the person whose department anticipates using the materials, subject to general selection criteria.

**REQUEST FOR RECONSIDERATION**

Persons not in agreement with the school on its selection of books or materials should first meet with the principal and the staff member using the books or materials being questioned. If this meeting does not result in satisfaction of the complainant, he/she may file a "request for reconsideration of library or classroom materials" in writing. The request forms are available at the school office.

The principal, upon receipt of a "Request for Reconsideration" will acknowledge receipt to the complainant and list anticipated steps to be taken. The Principal will then notify a Materials Review Committee and schedule meetings within 10 working days to review the complaint.

**LIBRARY MATERIALS SELECTION AND  
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(Continued)

The final report will be forwarded to complainant and the Superintendent of schools within 30 working days of the initial complaint. If the complainant is still dissatisfied the next step is to submit the complaint to the Superintendent of Schools for action. If the complainant does not accept the Superintendent's decision, the complainant may request a review by the School Board, whose decision will be final.

During the investigation the materials will remain in use unless the materials review committee desires to remove or restrict the materials until a final decision is made. The materials review committee will consist of the librarian, appropriate teaching staff or grade level representative, the principal at whose school the materials in question are used.

**LIBRARY MATERIALS SELECTION/ADOPTION, PROCEDURE**

**Selection Criteria:** The same criteria are applied to all media, regardless of format. The primary considerations in selection are authority, quality, and relation to the total collection. Authority is based on the reputation of the author and publisher and the accuracy of the information presented. Quality refers to the originality, creativity and literary worth of a work. Further considerations are instructional value, format and price.

**Selection Procedures:** Selection of all material is based upon a variety of sources, used in varying combinations by the librarian. These include consultation of standard book lists, bibliographies and reviewing media; suggestions from teachers, particularly subject specialists; suggestions from students and others interested in the school library; and personal examination of materials when possible.

**Specifics:**

- a. Textbooks are not purchased by the library; however, multiple copies of certain supplementary works are purchased and circulated through the library when they will be used by more than one class.
- b. Paperbacks are purchased to supplement the collection and to facilitate buying of multiple copies.
- c. Periodicals and newspapers are selected to provide supplementary up to date information as well as recreational reading.
- d. Materials on the history of New Hampshire are purchased whenever possible. Because of their special nature, these will not be discarded even when they become out of date, but will remain part of the permanent collection.
- e. The library does purchase some filmstrips, records and such to supplement the collection.
- f. The library maintains, as the budget allows, a collection of professional materials designed, but not exclusively, for teacher use.
- g. Books in sets will be considered for purchase on the basis of the value of each individual title.
- h. Abridgements of classics will not be purchased unless there is a unique merit in the abridged version.

**LIBRARY MATERIALS SELECTION AND  
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(Continued)**

**LIBRARY MATERIALS SELECTION/ADOPTION, PROCEDURE**

- i. Gifts are accepted with the understanding that they meet the same criteria as other library materials.
- j. While the school library remains responsible for providing the majority of materials for student use, it will endeavor to cooperate in as many ways as possible with the Town Library in order to make maximum use of resources and to avoid unnecessary duplication of purchases.
- k. Periodic reevaluation of the collection will be done to determine which areas need strengthening; remove work materials and determine whether they should be replaced; and remove obsolete or out of date materials.

**LIBRARY MATERIALS SELECTION AND  
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(Continued)**

**REQUEST FOR RECONSIDERATION  
OF INSTRUCTIONAL MATERIAL**

Title: \_\_\_\_\_

Author: \_\_\_\_\_

Publisher/Producer: \_\_\_\_\_

Date of Publication: \_\_\_\_\_

Type of Material: \_\_\_\_\_

Request initiated by: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Person making request represents: him/herself \_\_\_\_\_

Organization \_\_\_\_\_

Organization address: \_\_\_\_\_

In order to assist the district in understanding your request for reconsideration of instructional material we respectfully request your cooperation in answering the following questions:  
Please feel free to use additional paper.

1. What are your objections to this material? (please be specific, cite pages, frames, etc.)

2. Did you read/view the entire work?\_\_ If not, what sections did you review?

3. What do you feel might be the result of a student reading, viewing or listening to this material?

4. Do you perceive any instructional value in the use of this material?

5. For what age group would you recommend this work?

6. What would you like the school to do about this material?

7. In place of this item would you recommend other material which you consider to be of equal or superior quality for the purpose intended?

Additional comments:

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

9/00