

Library Materials Selection and Reconsideration Policy

Part 1: Selection of Library Resources

I. Objectives

The District recognizes its responsibility for all matters related to the school. The responsibility for the selection and coordination of instructional matters and other resources are delegated to the professional trained personnel employed by the School District in this capacity.

Library materials are selected to implement, enrich, and support the educational program. Materials will serve both the breadth of the curriculum and the needs and interests of the faculty and students. The District is obligated to provide a wide range of materials on all levels of difficulty and in a variety of formats, with diversity of appeal, and representing the presentation of many different points of view.

The objective of the Library is to make available to students and faculty a collection of materials that will enrich and support the curriculum and meet the needs and interests of the students and faculty served.

II. Responsibility for Selection

While the selection of materials involves many people including administrators, teachers, students, and community residents, the responsibility for coordinating and recommending the selection and purchase of library media materials rests with the Library Media Specialist (LMS)

III. Criteria for Selection

The following general selection criteria will be used for the selection of library materials, including electronic, print, and non-print resources, as they apply:

1. Library resources shall support and be consistent with the general educational goals of the State and the District, and the aims and objectives of the District and specific courses.
2. Library resources shall be chosen to enrich and support the curriculum and the personal needs and interests of students and staff.
3. Library resources shall meet high standards of quality in:
 - Enrichment and support of the curriculum department
 - Accurate and unbiased depiction of the diversity and pluralistic nature of society
 - Matching the appropriate skill levels of students
 - Contribution to the curriculum and the educational goals of the school
 - Relevance to the interests of students and faculty
 - Reviews found in standard selection sources
 - Recommendations based on a preview examination of materials by professional personnel,

adults with special expertise, or students

- Reputation and significance of the author, producer, and publisher
- Currency or timeliness of material

- Contribution to a breadth and diversity of representative viewpoints on controversial issues
- Contribution to multicultural and pluralistic awareness
- High degree of potential user appeal
- Quality, durability, and variety of format
- Suitability of format and appearance for intended use
- Value commensurate with cost and/or need

4. Library resources shall be appropriate for the subject area and for the age, emotional development, ability level, learning style, and social development of the students for whom the materials are selected.

5. Library resources shall be designed to provide a background of information that will motivate students and staff to examine their own attitudes and behavior; to comprehend their duties, responsibilities, rights and privileges as participating citizens in our society; and to make informed judgments in their daily lives.

6. Library resources shall provide information on opposing sides of controversial issues so that users may develop under guidance the practice of critical analysis.

IV. Method of Selection

- In selecting Library resources, the LMS will evaluate available resources and curriculum needs and will consult reputable, professionally recognized reviewing periodicals, standard catalogs, and other selection aids to help guide the selection and may consult specialists and/or professionally trained personnel employed by the District
- Recommendations for purchase may involve administrators, teachers, students, parents, and community members, as appropriate.
- Gift materials shall be judged by the criteria outlined in this Policy and shall be accepted or rejected by those criteria.
- Selection is an ongoing process that should include the removal of materials no longer appropriate and the replacement of lost and worn materials still of educational value.

V. Position on Intellectual Freedom

The District subscribes in principle to the statements of policy on library philosophy as expressed by the American Library Association's [Library Bill of Rights](#). In the event that library or instructional materials are questioned, the principles of intellectual freedom shall be defended.

Part 2: Procedures for Dealing with Challenged Materials

I. Statement of Policy

Despite the quality of the selection process, any parent/legal guardian or student may formally challenge library resources on the basis of appropriateness. The procedure concerning challenged materials is outlined below. Its purpose is to provide for a hearing with appropriate action, within the context of the principles of freedom of information, the student's right to access information, and the professional responsibility and integrity of the school faculty. No materials shall be removed from the Library before the process of review is completed.

II. Preliminary Complaint Request

Upon receiving a complaint:

1. The LMS shall explain to the questioner the school's selection procedure, criteria, and the qualifications of the LMS to select library resources.
2. The LMS shall explain the particular place the questioned resource may occupy in the educational program, its intended usefulness, and additional information regarding its use.
3. If the questioner wishes to file a formal challenge, a copy of the District's School Library Materials Selection and Reconsideration Policy and a Request for the Reconsideration of Library Resources form [Appendix A] shall be emailed to the party concerned by the LMS, along with a letter to the complainant [Appendix B].

III. Request for Formal Reconsideration

A) Preliminary Procedures

1. The questioner must read or review the material in question in its entirety.
2. The District will keep on hand and make available the Request for Reconsideration of Library Resources forms [Appendix A]. All formal objections to instructional materials and library resources must be made on these forms. A separate form must be completed for each individual title. No action will be taken on anonymous complaints.
3. The Request for Reconsideration of Instructional Materials and Library Resources form shall be completed and signed by the questioner before further consideration is given. The form shall be filed with the Principal and LMS. If the form is not completed and returned, it shall be assumed that the questioner no longer wishes to file a formal complaint [as stated in the letter to complainant, [Appendix B].]
4. The Superintendent shall be informed of the formal complaint received.
5. The request for reconsideration shall be referred to a Reconsideration Committee at the school level

for reevaluation of the resource. A resource that has already been through the reconsideration process within the past three years will not be reevaluated. The questioner will be informed in writing that there was a prior decision made within a three year period of their request and will be provided a copy of that prior report if requested.

The Reconsideration Committee

6. Upon receipt of a request for the reconsideration of Library Resources, [Appendix A] the Reconsideration Committee shall arrange to meet within twenty working days after the complaint is received. In the event that multiple requests are received at once, or a new request is received before a resolution has been reached on a prior request, each will be considered by the reconsideration committee individually, necessitating a much longer timeframe to reach a conclusion.

The LMS will select and chair, with the approval of the Principal, a Reconsideration Committee selected for diversity of opinion and relevant expertise.

The reconsideration committee will consist of:

- The LMS
- Up to two members of the teaching staff,
- A school administrator appointed by the administrative team
- Up to two students
- Two adults (one of whom is a librarian), not employed by the District appointed by the Superintendent
- One School Board Member appointed by the School Board

7. The Reconsideration Committee shall review the challenged resource and judge whether it conforms to the principles of selection outlined in the District's School Library Selection and Reconsideration Policy.

8. The identity of committee members will remain anonymous.

B) Resolution

1. The reconsideration committee shall:

- a. Examine the challenged resource in its entirety
- b. Determine professional acceptance by reading critical reviews of the resource
- c. Weigh values and faults, and form opinions based on the material as a whole rather than on passages or selections taken out of context
- d. Discuss the challenged resource in the context of the educational program
- e. Discuss the challenged item with the individual questioner when appropriate
- f. Prepare a written report within one month of the initial committee meeting

2. The written report shall be discussed with the individual questioner if requested.

3. The LMS shall retain the written report with copies forwarded to the Superintendent and the Principal.

4. Notwithstanding any procedure outlined in this Policy, the questioner shall have the right to appeal any decision of the reconsideration committee to the Superintendent whose sole role is to review the process used for consistency but will not supersede the integrity and thoroughness of the final recommendations of the review committee.

C) Guiding Principles

1. A parent/legal guardian or student may raise objection to library resources, despite the fact that the individuals selecting such resources were duly qualified to make the selection, followed the proper procedure, and observed the criteria for selecting library resources.
2. No parent has the right to determine reading, viewing, or listening matter for students other than their own children.
3. The District supports the [Library Bill of Rights](#) and [The Freedom to Read Statement](#), adopted by the American Library Association. When Library resources are challenged, the principles of the freedom to read/listen/view must be defended as well.
4. Access to challenged material shall not be restricted during the consideration process.
5. A decision to sustain a challenge shall not necessarily be interpreted as a judgment of irresponsibility by the professionals involved in the original selection and/or use of the material.

List of Appendixes

Appendix A – Request for the Reconsideration of Instructional Materials and Library Resources

Appendix B – Sample Letter to Complainant

SAU #7 Policy Committee First Reading: April 6, 2023

SAU 7 Board Second Reading/Adoption: April 13, 2023

Appendix A

Request for the Reconsideration of Library Resources

Name: _____ Date: _____

Address: _____

Phone: _____

Complainant is _____ student _____ parent/guardian of student.

Complainant represents:

_____ himself/herself

_____ name of group

_____ other: _____

Resource on which you are commenting:

_____ Book

_____ Video

_____ Magazine

_____ Display

_____ Newspaper

_____ Website

_____ Other

Author/Producer:

Title:

Publisher:

Please answer the following questions either in the space provided, or on additional pages.

1. Have you been able to discuss this work with the Library Media Specialist? ___ Yes _____ No

2. What brought this library resource to your attention?

3. Did you read the entire book, or view the entire material? If not, which parts?

4. What do you think is the theme of this book or material?

5. To what in the book/material do you object? Be specific. Cite pages, or passages.

6. Is there anything good about this book/material?

7. What do you feel might be the result of reading this book, or using this material?

8. For what age group would you recommend this book/material?

9. Describe what you understand to be the judgement of this book, or material, by critics.

10. What do you want the library to do with this resource?

11. In its place, what other work would you recommend that would convey as valuable a picture and perspective of the subject treated in this material?

Signature of Complainant: _____

Date: _____

Appendix B

Sample Letter to Complainant

Date

Dear

:

We appreciate your concern over the use of _____ at
_____ School.

The school has developed procedures for selecting library materials but realizes that not everyone will agree with every selection made.

To help you understand the selection process, we are sending a copy of the District's Library Materials Selection and Reconsideration Policy.

If you are still concerned after you review this material, please complete the Request for the Reconsideration of Learning Resources form and return it to me. You may be assured of prompt attention to your request.

If I have not heard from you within two weeks of the date listed above, we will assume you no longer wish to file a formal complaint.

Sincerely,

Library Media Specialist