

SELECTION OF LIBRARY BOOKS/MEDIA

Procedures for Selection

In selecting materials for purchase, the librarian/media specialist, teachers, or administrators concerned evaluate the existing collection and consult reputable, unbiased, professionally prepared selection aids. In specific areas, these procedures will be followed:

1. Gift materials are judged by basic selection standards and are accepted or rejected by these standards.
2. Multiple items of heavily used or outstanding materials are purchased as needed.
3. Worn or missing standard items are replaced systematically.
4. Obsolete items or those no longer useful are withdrawn from the collection.
5. Sets of materials and materials acquired by subscription are examined carefully and individually and are purchased only to fill a definite need.

Request for Reconsideration of Library/Media Materials

A parent or other citizen of the school district may request a reconsideration of a particular book or audiovisual item by filling out a REQUEST FOR RECONSIDERATION OF LIBRARY/MEDIA MATERIALS.

When a complainant demands that a book or audiovisual item be removed from the library shelves, the following procedure is to be followed:

1. The complainant will meet with the Principal. If at the conclusion of this meeting the complainant is still not satisfied, he/she will complete the form entitled "Request for Reconsideration of Library/Media Materials" and submit the form to the Principal of the school concerned.
2. A review board will be set up by the Principal consisting of the Principal, the media coordinator or librarian, and as many others as the Principal deems necessary to be drawn from the teachers, curriculum specialists, media assistants and parents.
3. This review board will make a recommendation to the Principal as to the proposed action.
4. The Principal will make a decision following consideration of the recommendation of the Review Board.

5. If a complainant does not receive satisfaction from the Principal, he/she should be advised to appeal his/her case to the Superintendent of Schools. If still unsatisfied, he/she should appeal to the appropriate School Committee.