

### **MEDIA MATERIALS SELECTION FOR LIBRARY**

All materials for school library media centers shall be recommended for purchase by the library media specialist through evaluation of the existing collection and consultation with professionally prepared selection aids and professional staff recommendations.

All materials selected shall support school and instructional program objectives and be consistent with the following selection guidelines:

- 1) Resources shall be chosen to enrich and support the curriculum and the personal needs of the users.
- 2) Resources shall meet high standards of quality in:
  - a) Presentation/physical format
  - b) Educational significance
  - c) Readability
  - d) Authenticity
  - e) Artistic quality and/or literary style
  - f) Factual content
  - g) Technical quality
- 3) Resources shall be appropriate for the subject area and for the age, emotional development, ability level, learning styles and social development of the students for whom the materials are selected.
- 4) The selection of learning resources on controversial issues will be directed towards maintaining a balanced collection representing various views.

Gifts to the library may be accepted only with the understanding that the disposition of such gifts becomes the prerogative of the Tolland Board of Education.

In order to always provide a current, highly usable collection of materials in every library media center, library media specialists shall provide for constant and continuing renewal of the collection, not only by the addition of up-to-date materials, but by the judicious elimination of materials which no longer meet needs.

A procedure for processing and responding to criticism of approved materials shall be established and followed. This procedure shall include a formal, signed complaint, (using the "Request for Reconsideration of Library Media Material") a standard format to reevaluate the material in question.

Adopted: December 16, 2002

**MEDIA MATERIALS FOR LIBRARY MEDIA CENTER  
RECONSIDERATION POLICY**

**POLICY STATEMENT**

Should a criticism or complaint against approved library materials be registered, the following procedure shall be followed:

- 1) The individual lodging the complaint is asked to file objections, in writing, on the prepared form, "Request for Reconsideration of Library Media Material."
- 2) The principal and library media specialist will review and discuss the questioned material.
- 3) The principal will inform the complainant of the decision in writing.
- 4) If the issue is not resolved to everyone's satisfaction, the building principal will select an ad hoc committee consisting of the following staff members: one school library media specialist, one school counselor or school psychologist, and at least three other professional staff members knowledgeable in the area related to the complaint.
- 5) The chairperson of the committee will be designated by the building principal.
- 6) After the committee has reviewed the citizen's request for reconsideration of a book or material and has reviewed the book/material, the committee will meet with the complainant.
- 7) Minutes of the meeting will be kept and will be the responsibility of the chairperson.
- 8) The chairperson of the committee will prepare a report of the committee's findings and recommendations and present them to the building principal.
- 9) Should a resolution not be achieved between the committee and the complainant, the building principal will notify the complainant that he/she may request through the superintendent of schools, a review by the Tolland Board of Education.
- 10) The Board of Education will determine the disposition of the materials in question based upon the report of the review committee and the reports previously submitted.
- 11) The complainant will be informed, in writing, by the Tolland Board of Education of its decision.

## REQUEST FOR RECONSIDERATION OF LIBRARY MEDIA MATERIAL

The Tolland Board of Education has delegated the responsibility for selection and evaluation of library media resources to the school library media specialist and has established reconsideration procedures to address concerns about those resources. Completion of this form is the first step in those procedures. If you wish to request reconsideration of library media resources, please return the completed form to the principal.

Date \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_

1) Resource on which you are commenting:

\_\_\_\_\_ Book

\_\_\_\_\_ Video

\_\_\_\_\_ Magazine

\_\_\_\_\_ Audio Recording

\_\_\_\_\_ Newspaper

\_\_\_\_\_ Other

Title \_\_\_\_\_

Author/Producer \_\_\_\_\_

2) What brought this resource to your attention?

3) Have you examined/read the entire resource?

4) What concerns you about the resource? (Use other side or additional pages if necessary.)

5) Are there resources you suggest to provide additional information and/or other viewpoints on this topic?