



REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

Title _____

Author _____

Publisher _____ Publication Date _____

Request initiated by _____

Address _____

City _____ State _____ Zip code _____

Phone and/or email address _____

Complainant is a

<input type="checkbox"/>	Parent/Guardian	<input type="checkbox"/>	Administrator
<input type="checkbox"/>	Staff Member	<input type="checkbox"/>	School Committee Member

1. How did you learn of this book?

2. What are your objections to this book?

3. Did you read the entire book?

YES

NO

If no, what parts did you read? Please be specific: cite pages in books, URLs for a website, etc.

5. What do you think was the author's purpose in writing this book?

6. Have you read any professional reviews of the book?

YES

NO

If so, please list the names of critics and the source of the reviews.

7. What do you believe are the main ideas of the book?

8. In your opinion, is there anything worthwhile in the book?

YES

NO

If yes, please explain.

9. Are you requesting your child(ren) be restricted from checking out this material?

YES

NO

10. If yes, have you submitted a School Library Materials Opt-Out Form?

YES

NO

12. What alternative material do you recommend that would convey similar thoughts, information, or perspectives on the subject?

Signature of Complainant

Date



REVIEW COMMITTEE INSTRUCTIONS FOR Reconsideration of Library Materials

As stipulated in Hanover Public Schools Policy IJL, the review committee must take the following steps after receiving the challenged materials:

1. Reads, views or listens to the material in its entirety.
2. Checks general acceptance of the material by reading reviews and consulting recommended lists.
3. Determines the extent to which the material supports the curriculum.
4. Determines whether the grounds for the review request are supported.
5. Completes the appropriate “Checklist for School Media Advisory Committee’s Reconsideration of Library Material,” judging the material for its strength and value as a whole and not in part.
6. Develops a written recommendation, which shall be presented to the School Committee at the next open session within 14 days from the date marked on “Request for Reconsideration of Library Materials.” The School Committee by majority vote shall decide to retain, withdraw or add the materials. The decision of the School Committee shall be final.

Each committee member should complete their own checklist while reviewing the material, but the second form compiling comments and presenting the committee’s recommendation should be forwarded to the Superintendent and School Committee.



COMMITTEE MEMBER CHECKLIST FOR Reconsideration of Library Materials

Name _____

Title _____

Author _____

Publisher _____ Publication Date _____

PURPOSE	YES	NO
Does the text have a clear and direct relationship to instructional objectives and the curriculum?		

APPROPRIATENESS	YES	NO
Does the material promote the educational goals and objectives of the curriculum of the Hanover Public Schools?		
Does the material support the personal needs of our students' varied interests, abilities, and learning styles?		
Is it appropriate for the level of circulation intended?		
Are the illustrations appropriate to the subject and age levels?		

CONTENT	YES	NO
Is the content of this material well presented by providing adequate scope, range, depth, and continuity?		
Does the material present information not otherwise available?		
Does the material give a new dimension or direction to its subject?		
Does the material realistically represent our diverse society and reflect the contribution made by groups and individuals of our American civic culture?		
Does the material stimulate growth in students' knowledge, appreciation of literature, aesthetic values and ethical standards?		

AUTHENTICITY (FOR NONFICTION)	YES	NO
Is the material up to date?		
Are information sources well documented?		
Are translations and retelling faithful to the original?		
Does the material provide information vital to enabling students to make intelligent judgements in their daily lives?		
Is the author competent in the field?		

What is the reputation and significance of the author or publisher/producer in the field?

Reviews			
Source of review #1:			
Favorably Reviewed		Unfavorably Reviewed	
Source of review #2:			
Favorably Reviewed		Unfavorably Reviewed	
Source of review #3:			
Favorably Reviewed		Unfavorably Reviewed	

Additional Comments

Recommendation of the Committee member



REVIEW COMMITTEE CHECKLIST FOR Reconsideration of Library Materials

*To be presented to the Superintendent and School Committee

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Author _____

Publisher _____ Publication Date _____

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Favorably Reviewed		Unfavorably Reviewed	
Source of review #3:			
Favorably Reviewed		Unfavorably Reviewed	

Additional Comments

Recommendations by the Committee for the Reconsideration of School Library Materials

Committee Member Position	Committee Member Signature	Date
School Principal (or designee)		
School Library Personnel		
Teacher		
Teacher		
Public Librarian		
School Council Member		

The review committee is appointed by the building principal, who shall make best efforts to include a licensed school library personnel from another Hanover school other than the one where the challenge was filed, the principal or their designee, two teachers from the school, a librarian from a local public library, and one parent/guardian volunteer from the sitting School Council not involved in the challenge. Unavailability of one of the categories of review committee members shall not invalidate the review process.