

## **SELECTION AND ADOPTION POLICY FOR LIBRARY MATERIALS**

As the academic hub of the Hanover Schools, the Library Media Centers, in partnership with one another and other community institutions, are dedicated to:

- Maintain qualified professional and support staff,
- Foster intellectual curiosity,
- Nurture a love of reading and literature,
- Teach information literacy strategies and techniques to promote efficient, effective use of information effective and ethical use of information,
- Align with the Massachusetts Curriculum Frameworks,
- Promote and encourage an understanding of the Library Media Center's role as an integral part of the schools' curricula,
- Promote intellectual freedom.

### **Objectives of Selection**

To assure that the school library media program is an integral part of the educational program of the school, the following selection objectives are adopted:

- Provide materials to enrich and support the Massachusetts Curriculum Frameworks, the Hanover curriculum, and the personal needs of its users, taking into consideration their varied interests, levels of maturity, abilities and learning styles.
- Provide materials to stimulate growth in factual knowledge, literary appreciation, aesthetic values and ethical standards.
- Provide information to enable students to make intelligent judgements in their daily lives.
- Provide materials which realistically represent our diverse society and reflect the contributions made by groups and individuals of our American civic culture.
- Provide materials that align with the goals of public schools as articulated in Massachusetts General Laws and Regulations, including 603 CMR 26.05.
- Place principle above personal opinion, and reason above prejudice, in the selection of materials of the highest quality in order to assure a comprehensive library collection appropriate for the users of the Library Media Center.

## **Responsibility for Selection**

The Hanover School Committee has ultimate authority and responsibility for the policy of the school district. The responsibility for the selection of library materials is delegated to the licensed librarian or licensed teacher assigned to operate the library, subject to the approval of the building principal.

## **Criteria and Procedures for Selection and Maintenance of the Library Media Collection**

In selecting materials for library media collection, the licensed school library personnel will evaluate the existing collection; examine the Massachusetts Curriculum Frameworks and Hanover Curriculum Guides; assess curricula needs; assess the needs of students and staff, being mindful of the age ranges and varying maturity levels of the student population served by the library; examine materials and consult reputable, professionally prepared selection aids.

Initial purchase suggestions for library materials may come from all personnel--teachers, coordinators, and administrators. Students and parents will also be encouraged to make suggestions. The licensed library personnel is responsible for initial selection recommendations and will recommend materials to be included in the school library, subject to approval by the building principal.

Gift materials will be judged by the criteria listed in the preceding section and will be accepted or rejected by the library personnel on that basis. Prior to being entered into the library catalogue or being used in the classroom, a list of donated materials will be provided to the building principal for acceptance.

Selection is an ongoing process which includes the removal of materials no longer appropriate and the replacement of lost and worn materials still of educational value (weeding of the collection). The responsibility for determining which materials are to be withdrawn rests with the licensed school library personnel. The licensed school library personnel shall notify the building principal of recommended materials to be withdrawn and the proposed plan for disposal of such items. Either the building principal or the licensed library personnel may withdraw materials from the catalogue.

All materials circulated by the Library Media Centers are the property of Hanover Schools. It is the responsibility of the borrower to return items in good condition. The borrower must reimburse the Hanover Schools for the replacement of any material that is lost or badly damaged. Determination of the condition of the item will be the responsibility of the licensed school library personnel in charge of the Library Media Center from which the item was borrowed. Non-payment of lost/damaged material charges may result in the suspension of borrowing privileges or withholding of participation in extracurricular activities.

### **Procedures for Consideration or Reconsideration of Materials**

Requests for materials to be added to the school library and requests for reconsideration of materials will be made, despite the quality and integrity of the selection process. The Hanover School Committee supports the principles of intellectual freedom inherent in the First Amendment of the Constitution of the United States.

1. Requests for consideration or reconsideration of materials may be made by Hanover Public School employees, students, members of administration, or the parent or guardian of a student.
2. Requesting parties shall complete the form “Request for Consideration or Reconsideration of Instructional Materials.”
3. Once a completed form is submitted, the building principal and the superintendent shall be notified.
4. [Until determined otherwise, challenged materials shall remain in the catalog and on the shelf, and be available to be checked-out, subject to Opt-Out restrictions.](#)
5. Within 7 working days of receipt of the completed form, the building principal requests a review of the challenged material by a materials review committee and notifies the Superintendent that such review is being done. The review committee is appointed by the building principal, who shall make best efforts to include a licensed school library personnel from a building 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 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.
6. The review committee takes the following steps after receiving the challenged materials:
  - a) Reads, views or listens to the material in its entirety.
  - b) Checks general acceptance of the material by reading reviews and consulting recommended lists.
  - c) Determines the extent to which the material supports the curriculum.
  - d) Determines whether the grounds for the review request are supported.
  - e) Completes the appropriate “Checklist for School Media Advisory Committee’s Reconsideration of Instructional Material,” judging the material for its strength and value as a whole and not in part.

f) Develops a written recommendation, which shall be presented to the School Committee in open session. The School Committee by majority vote shall decide to retain, withdraw or add the materials. The decision of the School Committee shall be final.

If multiple titles are submitted for reconsideration by a complainant or multiple complainants, they will be handled following this process one at a time, in an order determined by the principal.

If the decision of the School Committee is that the questioned instructional resource be retained, the District will not convene a Review Committee relative to the same complaint for a period of three years, however, the three-year period may be waived by the building principal if a substantially different point of view is advanced.

If an individual or a group undertakes action to keep material from the shelves by checking it out and failing to return it, or by taking turns in keeping it checked out so that it is not available for student use, the Superintendent shall request, in writing, the return of the material. If the material is not returned within thirty (30) days, a bill for the current replacement cost of the item shall be assessed to the party responsible for checking out the material.

### **Parent Opt-Out Procedure for Library Materials, K-12**

While the Hanover Schools Library Media Centers strive to provide developmentally appropriate, educational, and enriching resources for all students, parents or guardians may exercise their rights to restrict library materials checked out by their children in grades K-12. To restrict certain titles from circulation to their children, parents and guardians must complete the School Library Materials Opt-out Form. This allows parents to select specific library titles they do not want their child to check out, or to bar their student from checking out any materials. Each school's administration will maintain a file of "opt-outs." When a student seeks to check out a book that is on an "opt-out" form for that student, the licensed school library personnel will put the book on hold for 24-hours. If the parent does not modify the opt-out form within 24-hours to permit the book to be checked out to the student, the student will not be permitted to check the material out and it shall be returned to the shelf. It is the responsibility of the parent to complete and modify the opt out form.

# SUGGESTION

**FORMS NOT TO BE INCLUDED AS PART OF THE POLICY-**  
**Principal and Librarian will collaborate to develop these forms.**

## **REQUEST FOR CONSIDERATION OR RECONSIDERATION OF SCHOOL LIBRARY MATERIALS**

Title \_\_\_\_\_

Author \_\_\_\_\_

Publisher \_\_\_\_\_ Publication Date \_\_\_\_\_

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

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

Request is filed by or on behalf of:

- ☐ Parent/Guardian
- ☐ Staff Member
- ☐ Administrator
- ☐ Student
- ☐ Individual
- ☐ Name of organization \_\_\_\_\_
- ☐ Identify other group \_\_\_\_\_

1. Please state whether you are requesting that the material be
  - ☐ added to the school catalogue
  - ☐ reconsidered as part of the school library catalogue
2. Please state whether you read or reviewed the material in its entirety? If not please indicate the pages.
3. How did you learn of this book?

4. Please state the reasons for your request. If you contend the materials contains objectional content, please be specific regarding the content you assert is objectionable and cite pages.
5. Please indicate whether the material has value / merit. If so, please elaborate.
6. For what age or what age group would you recommend this material?
7. What do you feel is the intended outcome or result of reading this work?
8. Are you aware of the judgment of this work by critics?
9. What do you believe is the theme or purpose of this work?
10. What would you prefer the school do about this work?
  - ☐ Do not recommend it to my child
  - ☐ Withdraw it from the library collection
  - ☐ Add it to the collection
  - ☐ Defer to the recommendation of the review committee
11. In its place, what work of equal value would you recommend that would convey as valuable a picture and perspective of a society or set of values?
12. Are you requesting that your child(ren) be restricted from checking out this material?  
YES / NO
13. If yes, have you submitted a School Library Materials Opt-Out Form?

YES / NO

Signature of individual requesting review:

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Date:

## **CHECKLIST FOR THE CONSIDERATION / RECONSIDERATION OF SCHOOL LIBRARY MATERIALS**

Title \_\_\_\_\_

Author \_\_\_\_\_

Publisher \_\_\_\_\_ Publication Date \_\_\_\_\_

### **A. Purpose**

- a) What is the overall purpose of the material?
- b) Is the purpose accomplished? YES / NO

### **B. Appropriateness**

- a) Does the material promote the educational goals and objectives of the curriculum of the Hanover Public Schools? YES / NO
- b) Does the material support the personal needs of our students' varied interests, abilities and learning styles? YES / NO
- c) Is it appropriate for the level of circulation intended, being mindful of the varying ages and maturity levels of the students? YES/NO
- d) Does the material contain graphic sexual content? YES / NO.  
If yes, please specify the pages and context.
- e) Are the illustrations appropriate to the subject and age levels? YES / NO

### **C. Content**

- a) Is the content of this material well presented by providing adequate scope, range, depth and continuity? YES / NO
- b) Does the material present information not otherwise available? YES / NO
- c) Does the material give a new dimension or direction to its subject? YES / NO
- d) Does the material realistically represent our diverse society and reflect the contributions made by groups and individuals of our American civic culture? YES/ NO



- e) Does the material stimulate growth in students' knowledge, appreciation of literature, aesthetic values and ethical standards? YES / NO

**D. Reviews**

- a) Source of review \_\_\_\_\_  
i. Favorably reviewed \_\_\_\_\_  
ii. Unfavorably reviewed \_\_\_\_\_
- b) Does the title appear in one or more reputable selection aides? YES / NO  
i. If the answer is yes, please list some of the selection aides.

**E. Authenticity (for nonfiction)**

- a) Is the author competent and qualified in the field? YES / NO
- b) What is the reputation and significance of the author or publisher/producer in the field?
- c) Is the material up to date? YES / NO
- d) Are information sources well documented? YES / NO
- e) Are translations and retelling faithful to the original? YES / NO
- f) Does the material provide information vital to enabling students to make intelligent judgements in their daily lives? YES / NO

**F. In its place, what work of equal value would you recommend that would convey as valuable a picture and perspective of a society or set of values that does not contain the same content that forms the basis for this request for reconsideration?**

**G. Additional comments**

**H. Recommendation by the committee for the reconsideration of school library materials**

**I. Date & Signatures of committee members**