

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,
- 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.

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 developmental levels** of the student population served by the library; examine materials and consult reputable, professionally prepared selection aids.

Criteria for Selection:

- **Purpose** - Does the text have a clear and direct relationship to instructional objectives and the curriculum?
- **Treatment** - Is the text clear, comprehensible, skillful, well-organized, unbiased, and developmentally appropriate?
- **Currency** - Is the text the most updated version, as well as relevant to educational goals and student needs?
- **Reliability** - Is the information presented in the text accurate and authentic?
- **Quality** - Is the writing and/or production of the material high quality?
- **Technical production** - Is the audio/visual clarity of the material well-crafted?
- **Construction** - Is the physical text durable, manageable, and attractive for student use?
- **Special features** - Are the illustrations, photographs, maps, charts, graphs, etc. useful?
- **Possible uses** - Could the text and/or materials benefit multiple types of audience: Individual, small group, large group instruction, in-depth study, or professional?

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 are 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 **licensed library personnel using** criteria listed in this section above. **Licensed library personnel with approval from the principal will either accept or reject the gifted materials.**

Procedures for Maintenance of the Library Media Collection (Weeding)

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 and the building principal. 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.

Procedures for Reconsideration of Materials

Sometimes requests for reconsideration of materials will be made, despite the quality 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** 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 Reconsideration of Instructional Materials.**” **Such forms can be found on the library website for each school building.**
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 five (**5**) working days of receipt of the completed form, the building principal requests a review of the challenged material by a review committee. **The Superintendent is notified that a 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 **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 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 at the next open session **within 14 days** from the date marked on “**Request for**

Reconsideration of Instructional 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.

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.” **It is the responsibility of the parent to complete, modify, and/or update the opt out form for their child.**