

SELECTION & REQUESTS FOR RECONSIDERATION OF LIBRARY MATERIALS

The Library Media Specialists subscribe to the guidelines set forth by their professional library organizations for the selection of materials. All materials will be judged by these guidelines and the criteria outlined in the Selection of Instructional Materials (policy IJ) and will be accepted or rejected by those criteria. The selection of library materials by professional Library Media Specialists is based on:

- Evaluation of the existing collection
- Assessment of curricula and recreational needs
- Subject-specialist consultation
- Professionally prepared selection aids
- Personal examination and preview
- Recommendations by students, teachers, and administrators

Selection should be an ongoing process, including the removal of material no longer considered appropriate, and the replacement of lost and worn materials still of educational value.

Gift materials should be accepted or rejected by the criteria outlined above and with the understanding that the gifts will be dispersed at the prerogative of the Governor Wentworth Regional School Board.

A. Request for Reconsideration

Despite careful selection, concerns may arise regarding particular materials. Parents/guardians or district residents who have concerns about library materials are encouraged to first discuss the matter with the school's library media specialist and/or building principal to seek clarification regarding the material's educational purpose, context, or placement within the library. If concerns remain unresolved, a formal request for reconsideration may be submitted.

A request for reconsideration must be submitted in writing to the Assistant Superintendent using the district's designated *Request for Reconsideration of Library Materials Form*, available in each school office.

Requirements include:

- The requester must be a parent/guardian of a student enrolled in the district or a resident of the district.
- The requester should have read, viewed, or listened to the material in its entirety.
- The request must include specific concerns and relevant passages or sections.

The Assistant Superintendent, upon receipt of a completed Request for Reconsideration form, will acknowledge receipt to the complainant, notify the Superintendent, and complete the following:

1. Convene an ad-hoc Library Materials Review Committee, which includes a school administrator from the appropriate grade level, a district administrator, a library media specialist, a faculty member from the appropriate grade level, and a parent/guardian.
2. Arrange for and facilitate a reconsideration meeting within 20 school days after receipt of the completed request form. *During the reconsideration process, the material will remain available in the school library.* Once convened, the Library Materials Review Committee shall:
 - Examine the challenged material by reading, viewing, or listening to it in its entirety;
 - Determine general acceptance by reading critical reviews of the material;
 - Weigh values, strengths, and faults and form opinions based on the material as a whole rather than on passages or sections taken out of context;
 - Consider educational relevance and connection to curriculum; age and developmental appropriateness; literary, artistic, or informational merit; accuracy and credibility; representation of diverse perspectives; and alignment with district educational goals;
 - Receive testimony from any or all parties involved; and
 - Prepare a written report, that includes a recommendation, to be submitted to the Superintendent.

Should the Superintendent decide to remove the material, they shall notify the complainant and recommend such action to the GWRSD School Board.

Should the Superintendent decide to retain the material, they shall then notify the complainant, who shall have the right to appeal the decision within 15 school days to the GWRSD School Board, whose decision will be final.

Materials that have been reviewed through this process will not be reconsidered again for a period of three years unless significant new information becomes available.

Parents/guardians have the right to guide their own child's reading choices and may request alternative materials for their child. However, the preferences of one family will not determine access for all students.

This Administrative Form accompanies:
Policy **IJL**: Revised **5/04/2026**