

**REGULATION  
EVALUATION AND SELECTION  
OF LIBRARY/MEDIA MATERIALS**

School library materials shall be selected in accordance with the following principles.

1. Instructional materials shall be chosen on the basis of interest and teaching value for students. Material shall not be excluded because of race, nationality, religion or political views of the writer.
2. Where practical, materials shall be selected which present various points of view concerning contemporary problems and issues.
3. Books and other materials shall not be removed or banned solely because of partisan or doctrinal disapproval.
4. The following factors shall be considered in the selection of library materials:
  - a. Selections shall be made for, and in accordance with, the different maturity levels of the students.
  - b. Materials shall be selected which fill a need related to the curriculum and/or contribute to the development and enrichment of the students.
  - c. In the selection of library materials, professionally recognized reviewing tools such as standard catalogs shall be used. When possible, audio visual materials shall be previewed before purchase or ordered with return privilege guaranteed.
  - d. The following specific criteria shall be considered:
    - \* The overall purpose of the material and how well that purpose is accomplished.
    - \* Reputation and significance of the author.
    - \* Timeliness and permanence of the material.
    - \* Importance of the subject matter to the collection.
    - \* Accuracy of the material.
    - \* Reputation and standards of the publisher or producer.

- \* Readability and reader appeal.
  - \* Quality of writing and illustration.
  - \* Appearance of the title in material selection aids.
  - \* Price.
5. Nonfiction material dealing with subjects of criticism shall receive the same careful consideration as all other materials, including the following:
- a. Religion: Factual unbiased materials that represent all major religions may be included in the library collection. Bibles and other sacred writings are acceptable. Publications from religious bodies may be selected if they have general value.
  - b. Science: Medical and scientific materials shall be made available.
6. Gift books and other materials shall be accepted with the understanding that they must meet the same selection criteria as materials purchased with school funds. Gift books and other materials become the property of the school and may be used or disposed of in any manner Ringwood School District deems appropriate.

#### **Evaluation of the Collection**

1. Duplication of books and materials will be determined by need. A variety of different titles is preferred to duplicate copies of a single title.
2. "Weeding" is a process of replacing or discarding worn, out-of-date, or no longer useful materials.
3. Inventory shall be taken regularly, at least once each year.
4. Sets of materials and materials acquired by subscription are examined carefully and are purchased only to full a definite need.

References: Guidelines for Reconsideration of Library Materials  
Library Bill of Rights  
Request for Reconsideration of Educational Material, American Association  
of School Librarians

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**REGULATION  
LIBRARY/MEDIA CENTER BILL OF RIGHTS**

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan and doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgement of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Reference: Adopted June 18, 1948. Amended February 2, 1981, June 27, 1967, and January 23, 1980, by the ALA Council

**REGULATION****PROCEDURES FOR HANDLING CHALLENGES  
OF INSTRUCTIONAL MATERIALS**

The review of questioned materials will be treated objectively, unemotionally, and as an important routine action. Every effort will be made to consider objections, keeping in mind the best interests of the students, the school, the curriculum, and the community.

A student an/or a parent has the right to reject the use of library resources that seem incompatible with his/her values and beliefs. Classroom assignments involving library resource materials shall provide for alternative choices. However, no parent or student has the right to determine reading matter for other students.

Since differences of opinion do exist in our society, the board will allow the review of allegedly inappropriate materials through an established procedure. The following procedure shall be observed to recognize those differences in an impartial and factual manner.

1. All criticism shall be presented in writing to the building principal, who will forward a copy to the school librarian. The Request for Reconsideration form (approved by the American Library Association) shall be used. This form shall be located at the building principal's office.
2. The material in question will be withdrawn from circulation until it is read and discussed by a library committee, which will be convened by the principal and the librarian. This committee shall consist of a member of the teaching faculty of the school, a member of the superintendent's staff, the school principal, the school librarian, and a member of the board of education.
3. The committee will review the questioned material and all critical evaluations available. The committee will consult authoritative list of general acceptance of the material in light of the selection policies of the school district. A thorough review of questioned materials shall be treated objectively. Passages shall not be taken out of context, and material shall be evaluated as an entity.
4. The principal and the librarian and the faculty shall implement the final decision of the committee.
5. The complainant shall be sent a copy of the evaluating report and decision.
6. In the event that the complainant does not accept the decision of the review committee, he/she may appeal to Ringwood Board of Education through the principal. The final decision then rests with the board. The complainant will be notified by mail of the board's decision.

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7. Once an item has been challenged, reviewed and justified by the review committee and the board and another challenge is raised against it within a five-year period, the complaint may be dismissed without a hearing.

**REGULATION  
REQUEST FOR RECONSIDERATION  
OF INSTRUCTIONAL MATERIALS**

**Ringwood Public Schools  
Request for Reconsideration of Instructional Materials**

Author \_\_\_\_\_ Type of material \_\_\_\_\_

Title \_\_\_\_\_

Publisher (if known) \_\_\_\_\_

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

Telephone \_\_\_\_\_ Address \_\_\_\_\_

City/State \_\_\_\_\_ Zip Code \_\_\_\_\_

Complainant represents: \_\_\_\_\_ Self

\_\_\_\_\_ Other group (identify) \_\_\_\_\_

1. To what do you object? Please be specific. Cite pages or item. \_\_\_\_\_

\_\_\_\_\_

2. What do you feel might be the result of using this material? \_\_\_\_\_

\_\_\_\_\_

3. For what age group would you recommend it? \_\_\_\_\_

4. Is there anything good about it? \_\_\_\_\_

\_\_\_\_\_

5. a. Did you read the entire book? \_\_\_\_\_ What parts? \_\_\_\_\_

b. Did you view and/or listen to the entire material? \_\_\_\_\_

If not, what parts did you examine? \_\_\_\_\_

6. Are you aware of professional evaluations of this material? \_\_\_\_\_  
\_\_\_\_\_

7. What do you believe is its purpose or theme? \_\_\_\_\_

8. What would you like your school to do about this material? \_\_\_\_\_

\_\_\_\_\_ Do not assign it to my child

\_\_\_\_\_ Withdraw it from all students as well as from my child

9. What would you recommend to replace it? \_\_\_\_\_

Date \_\_\_\_\_ Signature of Complainant \_\_\_\_\_