

**GUIDELINES FOR SELECTING INSTRUCTIONAL MATERIAL****I. PROCEDURE FOR SELECTION**

In selecting new materials for purchase, the staff members first consider existing materials and then consult reputable, unbiased, professionally prepared selection aids and appropriate professionals from departments and/or grade levels.

In specific areas the staff members follow these procedures:

- A. Complete Instructional Resources Selection and Request Form (Appendix D of the Curriculum Management Plan) for any new selection.
- B. Gift materials are judged by basic selection standards and are accepted or rejected by selection criteria.

**II. REQUEST FOR RECONSIDERATION OF PRINTED OR AUDIO-VISUAL MATERIAL**

Despite the care taken to select valuable materials for student and teacher use and the qualifications of persons who select the materials, occasional questions regarding a selection may arise from the public. Any Nashua resident who objects to any materials currently available for students and teacher use shall send a written complaint to the appropriate administrative head of the department or library where the materials are available. The procedure for handling written objections to instructional materials is as follows:

- A. A staff member receiving a complaint will notify the principal in writing and include the following details:
  - (1) Name of complainant
  - (2) Author and title of material in question
- B. The principal shall send the - REQUEST FOR RECONSIDERATION OF INSTRUCTIONAL MATERIALS form to the complainant. The materials being questioned by a complainant will remain in use unless the committee makes a preliminary decision that the materials usage should be suspended until the review process is complete.
- C. After the principal receives the completed form, copies of the form shall be forwarded to the superintendent who shall appoint a seven member Instructional Materials Review Committee comprised of:

- (1) Professional library-media person assigned to the school.
- (2) Principal or representative.
- (3) Appropriate assistant superintendent.
- (4) Person or persons involved in the selection.
- (5) Person or persons using the questioned materials or similar materials in the individual school.
- (6) Additional persons from within the school system if those available under #1-5 total less than five.
- (7) Two members chosen by the Board of Education from its membership.

D. The Instructional Materials Review Committee will:

- (1) Elect a chairperson who will develop procedures with committee members and receive the complaint forms.
- (2) Read and examine referred materials.
- (3) Check general acceptance of the materials by reading reviews and professionally prepared selection aids.
- (4) Re-examine the instructional material in question in light of selection criteria and curriculum.
- (5) Weigh values and shortcomings, decide on acceptability based on the materials as a whole and not on individual passages out of context.
- (6) Issue to the superintendent a decision report written and signed by the committee as a whole one month after receiving the written presentation by complainant.
- (7) Advise the superintendent to forward copies of the decision report to the complainant, and, if it seems advisable, other parties.

E. Appeal procedures: A complainant has a right to appeal the decision of the Review Committee to the Board of Education within two weeks of receipt of the Review Committee's decision.

Revised/Board Approved August 21, 1978  
Revised/Board Approved March 26, 1979  
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Revised Board Approved: 05/12/2008 (Replaces policy #2241)

**REQUEST FOR RECONSIDERATION OF PRINTED OR AUDIO-VISUAL MATERIAL**

Submit to the principal of the school where material is in question. (Please fill in the appropriate blanks.)

Title \_\_\_\_\_ Book  Periodical  Other

Author/Producer: \_\_\_\_\_

Publisher/Distributor \_\_\_\_\_

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

Address:

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

Telephone:

Because of the limited number of textbooks and audio-visual materials, please make arrangements with the building principal if you wish to review material in question.

1. To what in the item do you object? (please be specific, cite pages, frames, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Did you read, view or listen to the entire work?

\_\_\_\_\_

3. What do you believe might be the result of exposure to this work?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. For what age group would you recommend this work?

\_\_\_\_\_

5. What do you believe is the theme of this work?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Are you aware of the professional recommendations of this work?

\_\_\_\_\_

7. What is of value in the work?

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\_\_\_\_\_  
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\_\_\_\_\_

8. Are you aware of the purpose of the teachers who use this work?

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9. What is your recommendation to the committee about this work?

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10. In place of this item, would you recommend other material which you consider to be of equal or superior quality for the purpose intended?

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11. Do you wish to make an oral presentation to the review committee?

- Yes (If yes – you will be notified relative to time, date and place)
- No

\_\_\_\_\_

Date

\_\_\_\_\_

Signature

Board Approved: July, 1977  
Revised, Board Approved: September 1977  
Revised, Board Approved: June 1978  
Revised, Board Approved: August 21, 1978