

Needham Public Schools

Request for Reconsideration of Resources Form

The Needham School Committee has delegated the responsibility for selection and evaluation of library/educational resources to the school library professional staff and has established reconsideration procedures to address concerns about those resources. Completion of this form is the first step in those procedures. If you wish to formally request reconsideration of school or library resources, please return the completed form to the Director of Media and Digital Learning, the School Librarian, or School Principal.

Date _____

Name _____

Address _____

City _____ State/Zip _____

Phone _____

Email _____

Do you represent self? ____ Or an organization? ____

If Organization, please provide the Name of Organization _____

1. Resource on which you are commenting:

__ Book (e-book) __ Movie __ Magazine __ Database

__ Audio Recording __ Digital Resource __ Textbook __ App

__ Newspaper __ Game __ Streaming Media __ Other

Title _____

Author/Producer _____

In which school library is this resource available?

What brought this resource to your attention?

Have you examined the entire resource? If not, what sections did you review?

What concerns you about the resource?

Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

What action are you requesting the committee consider?

Guidelines for Reconsideration Committee

Under the best professional standards, reconsideration processes ask those charged with reviewing a challenged book or other resource to set aside their personal beliefs and evaluate the work in light of the objective standards outlined in the library's materials selection policy.

Listed below are some best practices for Reconsideration Committee members:

- Bear in mind the principles of the freedom to read and base your decision on these broad principles rather than in defense of individual materials.
- Based on the First Amendment, the freedom to read is essential to our democracy.
- Read or view all materials referred to you including the full text of the material in question, available reviews, and notices of awards, if applicable.
- Review the Needham Public Schools Library Selections Guidelines and the [American Library Association's Library Bill of Rights](#).
- The committee's recommendation is to be an objective evaluation of the material within the scope of a library's selection policy.
- The committee's report, presenting both majority and minority opinions, should include a recommendation to retain the material in its original location, to relocate the material, or to remove the material.