

SUGGESTION FOR LIBRARY PURCHASE

Name : _____ Date : _____
Check One : <input type="checkbox"/> Teacher <input type="checkbox"/> Student <input type="checkbox"/> Staff member <input type="checkbox"/> Administrator <input type="checkbox"/> Parent
Directions : Please use this form to make suggestions for Library purchases. You may suggest specific titles or target a subject, level and material type. It is always helpful if you indicate your source of information for specific titles. You may attach a catalog or a photocopy of a catalog page.
<input type="checkbox"/> Book <input type="checkbox"/> Video or DVD <input type="checkbox"/> Periodical <input type="checkbox"/> Software or CDROM
Suggest <i>specific title/s</i> here : Work Title : _____ Author : _____ Publisher : _____ Source : _____
Make a suggestion for <i>collection development</i> here : (Example : "Biographies of famous scientists who have worked in the field of genetics for level 1 Biology.") _____ _____
Please explain how your suggestion will support the curriculum, provide for reading interests of students, or meet a professional need. _____ _____

REQUEST FOR RECONSIDERATION OF A BOOK OR OTHER INSTRUCTIONAL MATERIAL

Title: _____

Author: _____

Publisher: _____ Publication date: _____

Your name: _____ Date: _____

Phone / email _____

Book ____ Periodical ____ A/V Item ____ Other _____

Is this item used in Classroom ____ Library Media Center ____?

Are you representing yourself ____ Organization ____?

Name of organization _____

1. What do you believe is the theme or the purpose of the material? _____

2. Is your objection to this material based upon your personal exposure to it/upon reports you have heard/both?

3. Have you read/heard/seen the material in its entirety? _____

4. To what aspect of the material do you object? _____

5. In your opinion, what are the material's redeeming educational values? _____

6. Do you feel it might be appropriate under certain conditions? _____

Under supervision? _____ As a part of course work? _____

Used with specific age group? _____ Other conditions? _____

7. What action would you recommend be taken regarding the use of this material in the school?

SIGNATURE _____ DATE _____

Report on the Reconsideration of Library Resources

Date: _____

Review requested by: _____

Phone: _____

Reconsideration Committee members

Chairperson: _____

Building level administrator: _____

Teaching representative: _____

Certified librarian: _____

Community representative: _____

Student representative: _____

Other representative: _____

Meeting dates: _____

INSTRUCTIONS TO THE RECONSIDERATION COMMITTEE

Please bear in mind the principles of the American Library Association's *Access to Resources and Services in the School Library Media Program*, and base your decision on these broad principles rather than on defense of individual materials. Freedom of inquiry is vital to education in a democracy.

Study all materials referred to you, and read available reviews. The general acceptance of the materials should be checked by consulting standard evaluation aids and local holdings in other schools.

Passages or parts of the resource should not be considered out of context. Virtues and faults should be weighed against each other, and your opinions should be based on the material as a whole.

Bear in mind that your report, containing both majority and minority opinions as applicable, will be presented to the complainant by the principal at the conclusion of your work.

Report on the Reconsideration of Library Resources

ITEM FOR REVIEW

Title: _____

Author/Producer: _____ Copyright date: _____

Format of resource:

- | | |
|---------------------------------|-------------------------------------|
| <input type="radio"/> book | <input type="radio"/> video / DVD |
| <input type="radio"/> magazine | <input type="radio"/> cassette / CD |
| <input type="radio"/> newspaper | <input type="radio"/> other: _____ |

1. Please list any reviews the committee consulted, and attach copies.
2. Does this resource support or enrich the curriculum? (*State why, or why not.*)
3. Does it stimulate growth in factual knowledge, literary appreciation, aesthetic values, or societal standards? (*State why, or why not.*)

