

Procedures for Reconsideration of Challenged Library Materials

This is the procedure for handling reconsideration of challenged materials in response to questions concerning their appropriateness. This procedure should establish the framework for registering a complaint that provides for a hearing with appropriate action while defending the principles of freedom of information, the student's right to access of materials, and the professional responsibility and integrity of the certificated library/media personnel. Our district supports the principles of intellectual freedom inherent in the First Amendment of the Constitution of the United States and expressed in the Library Bill of Rights adopted by the Council of the American Library Association, the School Library Bill of Rights, and the Freedom to Read. If a complaint is made, the following procedures should be followed:

Steps in the review of Learning or Library Materials:

1. Citizens objecting to specific materials used in the District are encouraged to discuss their concerns with the building principal prior to pursuing a formal complaint. If the discussion with the building principal does not resolve the concern, then the administrator will provide a Request for Review of Learning or Library Materials (see attachment A of Procedure 2309P).
2. A formal request to remove an item from the school or limit its use must be in writing using the District Request for Review of Learning or Library Materials and will be acted upon by the Superintendent.
 - a. The Superintendent may request a meeting with a spokesperson for each side of the issue.
 - b. The Superintendent will deliver a written decision to the complainant within forty (40) school days.
3. The Superintendent's decision may be appealed in writing, including specific responses to the Superintendent's decision to the Curriculum Committee within fourteen (14) calendar days.
 - a. The Curriculum Committee will deliver a written decision on the issue within forty (40) school days.
 - b. The review committee takes the following steps after receiving the challenged material:
 1. reads, views, or listens to the material in its entirety.
 2. checks general acceptance of the material by reading reviews and consulting recommended lists
 3. determines the extent to which the material supports the curriculum
 4. completes the appropriate "Checklist for School Media Advisory Committee's Reconsideration of Instructional Material" judging the material for its strength and value as a whole and not in part.
4. The Curriculum Committee's decision may be appealed, in writing, to the School Board.
5. The School Board as a whole will make the final decision on whether to remove an item from the school or limit its use within forty (40) school days.

6. The specific material being reviewed shall remain in use and in circulation pending the completion of the review and any appeals.
7. Learning materials, for the purposes of this policy, shall be considered to be any material used in classroom instruction, library materials, or any materials to which a teacher might refer a student as part of the course of instruction.
8. Curriculum Committee for the purposes of this policy shall be an ad hoc committee chosen by the Superintendent for the purpose of reviewing the materials under question. The committee shall have at least one: building librarian, administrator, subject related teacher, other teacher, parent, student and community member.

Request for Review of Learning or Library Materials

Title _____

Author _____

Hardcover ☐ Paperback ☐

Complainant _____ Phone _____

Complainant's Address: _____

Did you read the entire publication? Yes ☐ No ☐

Do you feel it is age appropriate? Yes ☐ No ☐

What do you believe is the central idea of this publication?

What do you object to in this publication (please be specific; cite pages)?

What do you feel might be harmful as a result of reading this publication?

Cite acceptable points of this publication

Did you read the entire publication?

What do reviews / critics say about this publication?

What would you like your school to do about this publication?

Do not assign it to my child ☐

Withdraw it from the curriculum ☐

Send it back for committee re-evaluation ☐

Parent/Guardian Signature _____ Date _____

References

Anytown 2 Coll Dev Policy. (2009). Retrieved from <https://docs.google.com/viewer?a=v&pid=sites&srcid=ZGVmYXVsdGRvbWFpbnextb250YW5hdGVhY2hlcmlhbnxneDo4ZWNiOTQ5ZjE2ZjQzZDA>

CREW: A Weeding Manual for Modern Libraries. (2017, July 24). Retrieved from <https://www.tsl.texas.gov/ld/pubs/crew/index.html>

Montana State Library Collection Development Guidelines. (2017). Retrieved from <http://msl.mt.gov/slr/cmpolsch.html>

Policy History:

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