

Library Materials Selection and Collection Management

Section A

Occasionally objections are voiced to the selection of some library materials for inclusion in the District's libraries, despite the quality of the selection process. The entire selection procedure is based on the premise that the Board of Education supports the principles of intellectual freedom inherent in the First Amendment of the Constitution of the United States.

If a complaint is made, the following procedure will be followed:

1. The Head Librarian will inform the complainant of the selection procedure and provide a copy of Board Policy 7200 - Library Materials Selection and Collection Management and Procedures for Implementing Board Policy 7200 - Library Materials Selection and Collection Management. The complainant will also be provided a "Request for Reconsideration of Library Materials" form.
2. The complainant will be required to submit a "Request for the Reconsideration of Library Materials" to the Head Librarian, who will forward a copy to the principal or designee.
3. Challenged material will be kept in circulation during the reconsideration process; however, access to challenged material shall be denied to the student(s) of the complainant, upon the complainant's written request.
4. Upon receipt of the written complaint, the principal will meet with the complainant and review the matter with the appropriate staff. The principal also will convene the standing committee to review the complaint. If the complaint is registered because the complainant has a student(s) enrolled in an elective course, the principal may recommend that the student(s) be given an alternate choice to fulfill the curricular requirement. This standing committee selected by the principal by September 1 of each school year will consist of the principal or designee, an instructional supervisor, a librarian, a teacher, a parent, and a student. Additional members may be added to the committee at the discretion of the principal or designee.
5. The standing committee shall review and evaluate the complaint by:
 - a. Reading, viewing, or listening to the challenged material in its entirety and in context while bearing in mind the principles previously enumerated in this policy.
 - b. Checking established and common selection tools
 - c. Considering the relevance of the challenged material to the curriculum and other student interests.
 - d. Completing and submitting to the principal and to Head Librarian, a written report presenting findings and a recommendation to retain or exclude the challenged material within 20 working days of receipt of the complaint..
6. Within 30 working days from receipt of the complaint, the principal will make a determination. Copies of the principal's determination will be sent to the complainant and the superintendent.
7. The complainant may appeal the principal's decision in writing to the superintendent within 10 working days.

8. Upon receipt of the appeal, the superintendent will arrange for a conference with the complainant and others the superintendent may wish to involve to discuss the concern.
9. The superintendent will make a determination within 10 working days from receipt of the appeal. Copies of the determination will be sent to the complainant and the building principal.
10. The complainant may appeal the superintendent's decision to the Board of Education within 10 working days.
11. The Board of Education will hold a hearing to review the matter within 20 working days of the superintendent's determination. The final decision regarding the complaint will rest with the Board of Education. A decision by the Board to sustain a challenge will not be interpreted as a determination of irresponsibility by the employee involved in the original selection or use of the material.

The timeline set forth herein shall be adhered to when possible, but may be extended at each level upon reasonable cause.

Adopted: May 29, 2001
Revised: February 26, 2007
Reviewed: October 24, 2022

Request for Reconsideration of Library Materials

The Board of Education of District 225 has delegated the responsibility for selection and evaluation of library materials to the school librarians, and has established reconsideration procedures to address concerns about those materials. Completing this form initiates those procedures.

If you wish to request reconsideration of library resources, please return the form to:

- Head Librarian, Glenbrook North High School, 2300 Shermer Road, Northbrook, IL 60062; or
- Head Librarian, Glenbrook South High School, 4000 West Lake Avenue, Glenview, IL 60026.

Name
Date
Address
City, State, Zip Code
Phone
Who are you representing? (mark with an X) Yourself__ Organization__ (Name)
Material: (mark with an X) Book__ Electronic__ Magazine__ Newspaper__ Video__ Other__
Title:
Author:
Publisher / Producer:
Have you examined/read the entire resource? Yes__ No __
What brought this material to your attention? (use other side or additional pages if necessary)
What concerns you about the material? (use other side or additional pages if necessary)
Are there other materials you would suggest to provide additional information and/or viewpoints on this topic? (use other side or additional pages if necessary)
Signature of Complainant
Date

*Adapted from the American Library Association Intellectual Freedom Committee June 27, 1995