

Little Elm ISD Library Materials Reconsideration Process

Board Policy: [EFB\(LOCAL\)](#)

Penal Codes: [43.24\(a\)\(2\)](#) and [43.21\(a\)\(1\)](#)

Regulations: Texas School Procedures *Reviewing Challenged Materials* Protocol

Forms: [Request to Informally Reconsider Library Materials Form \(English\)](#)

[Request to Informally Reconsider Library Materials Form \(Spanish\)](#)

Guiding Principles for Responding to a Request to Reconsider

The following principles shall guide Little Elm ISD Libraries in responding to challenges of library materials and resources:

- A complainant may raise an objection to library material, despite the fact that the professional staff selecting the resources were qualified to make the selection, followed the proper procedure, and adhered to the objectives and criteria for library resources set out in this policy.
- A parent's ability to exercise control over reading, listening, or viewing matter extends only to his or her own (child)ren.
- When library materials are challenged, the principles of the freedom to read, listen, and view must be defended as well.
- Access to challenged materials shall not be restricted during the reconsideration process.

The major criteria for the final decision on challenged materials is the appropriateness of the material for its intended educational use with minors and its compliance with Penal Code 43.24(a)(2) and 43.21(a)(1). No challenged library material shall be removed solely because of the ideas expressed therein.

Steps in the Process

Considerations:

- All reconsideration requests must begin with an Informal Reconsideration discussion held between the complainant, the campus principal, and the campus librarian.
 - A Reconsideration request can not begin immediately at the district level as a Formal Reconsideration Request.
- The challenged material must remain in use throughout the entire process, pending a final decision.

Step One: Informal Reconsideration

- 1) A complainant who resides in Little Elm ISD boundaries should submit the *Request for Informal Reconsideration of Library Materials Form* to the campus principal within 15 days of becoming aware of the objectionable reading material, to express their objection to the appropriateness of specific, individual library materials.
- 2) Principal and librarian will meet with the individual regarding options to informally resolve the complaint prior to formal reconsideration:
 - a) The principal or designee shall explain the school's selection process, the criteria for selection, and the qualifications of the professional staff who selected the questioned resource.
 - b) The principal or designee shall explain the intended educational purpose of the resource and any additional information regarding its use.
- 3) The principal has the authority to seek informal remedy for the informally challenged material. The librarian should provide the individual with a list of alternative library materials relevant to the topic, content, or theme of the book challenged for use by the complainant's (child)ren.

If a complainant wishes to continue to challenge the material for all students beyond the Informal Reconsideration, the Formal Reconsideration process listed below will be followed.

- 1) The principal or designee shall provide the complainant a copy of policy EFB(LOCAL), the Little Elm ISD Library Materials Reconsideration Process document, and the *Request for Formal Reconsideration of Library Materials Form* to request a formal reconsideration of the resource.
- 2) The complainant will notify the principal of their decision to move forward to the Formal Reconsideration process.
- 3) The *Request for Formal Reconsideration of Library Materials Form* shall be signed by the complainant and turned in to the Superintendent.

Step Two: Formal Reconsideration

Upon receipt of the *Request for Formal Reconsideration of Library Materials Form*, the Superintendent will acknowledge receipt of the form and notify District Leadership of the review request. The Superintendent will provide District Leadership the form upon notification.

1) Penal Code Review

- a) A group of appropriate district staff will be appointed by the Superintendent to review the challenged title for its compliance with Penal Codes 43.24(a)(2) and 43.21(a)(1) as outlined in LEISD Board Policy EFB(LOCAL).
- b) Library materials found to violate the Penal Code shall be removed.

2) Reconsideration Committee

- a) Once challenged title(s) are determined to be in compliance with Penal Code, the title(s) will go to a district Reconsideration Committee for review.
- b) A Reconsideration Committee shall be appointed by the Superintendent.
 - i) The committee shall include the campus librarian and at least one member of the instructional staff who has experience using the challenged resource with students or is familiar with the challenged resource's content. Other members of the committee

may include District-level staff, library staff, secondary-level students, parents, and any other appropriate individuals.

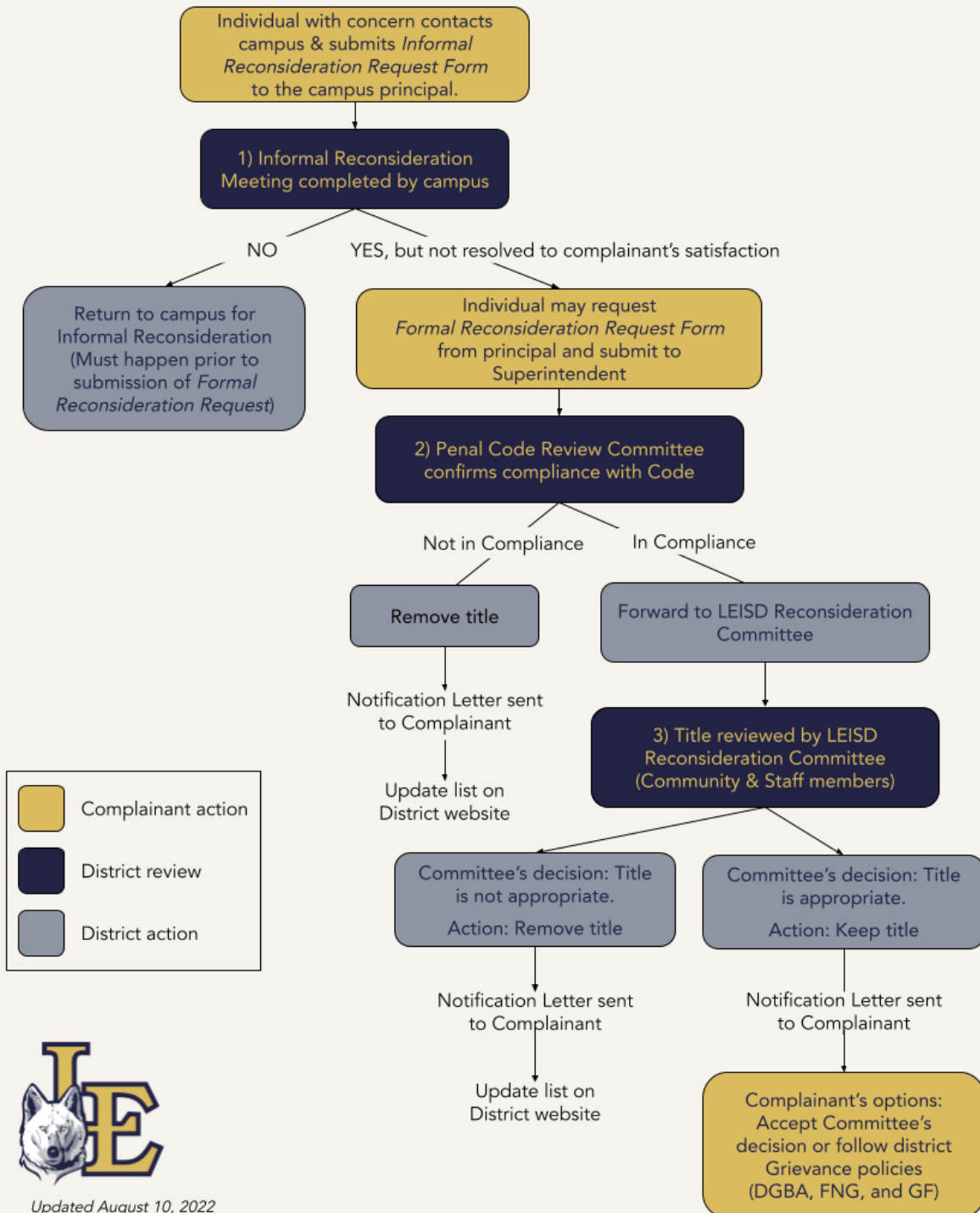
- c) The Reconsideration Committee's first meeting must be scheduled as soon as reasonably possible upon original receipt of the *Request for Formal Reconsideration of Library Materials Form*.
- d) The committee shall consider the book in its entirety, according to Board Policy EFB(LOCAL).
- e) The complainant will be notified of the committee's final decision within 30 business days of the Reconsideration Committee receiving the request to review the book.

Step Three: Options for Complainant

The complainant who submitted the *Request for Formal Reconsideration of Library Materials Form* may do one of the following once the Formal Reconsideration has been completed:

1. Accept the decision of the Reconsideration Committee
2. Appeal the decision of the Reconsideration Committee
 - a. Appeals will follow the [LEISD formal complaint / grievance process](#) (as outlined in LEISD Board Policies [DGBA](#), [FNG](#), and [GF](#))

Flowchart for Challenging LEISD Library Books



Updated August 10, 2022