

## Checklist for Committee: Reconsideration of Instructional Materials and Textbooks

Upon the initial complaint, **the librarian/materials manager** shall initiate the formal process as follows.

- Inform the complainant of selection procedures and make no commitment to action.
- Give complainant a copy of the reconsideration packet. This should include:
  - Board Policy 4.403: Reconsideration of Instructional Materials and Textbooks.
  - The Library Bill of Rights
  - Freedom to Read statement
  - The Reconsideration Form
- Inform the principal (and other appropriate personnel).

Upon receipt of a completed Reconsideration form, the following actions should be taken:

- The **principal** will:
  - requests review of the challenged materials by committee within 20 working days.
  - notifies the appropriate supervisor and the director of schools of the review.
  - gathers the review committee.
    - Administrator: \_\_\_\_\_
    - Certified librarian: \_\_\_\_\_
    - Certified librarian: \_\_\_\_\_
    - Classroom teacher: \_\_\_\_\_
    - Classroom teacher: \_\_\_\_\_
    - Parent: \_\_\_\_\_
    - Parent: \_\_\_\_\_
    - Student (optional): \_\_\_\_\_
    - Student (optional): \_\_\_\_\_
  - provide committee members with a copy of the reconsideration form, as filed
- The **review committee** will:
  - The **librarian** will provide access to professional reviews of the materials.
  - Read, view, or listen to the material in its entirety.
  - Check general acceptance of the material by reading reviews.
  - Complete the appropriate review checklist, judging material for strength and value.
  - Present recommendation to principal for further action and to the director of schools for purposes of information.
  - Committee Meeting date: \_\_\_\_\_

After the review committee has made a recommendation, the **principal** will communicate the committee decision to all parties.