

Claiborne Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Library Materials	Descriptor Code: 4.403	Issued Date: 09/14/23
		Rescinds: 4.403	Issued: 07/14/22

1 *General*

2 The school librarian shall be responsible for library collection development. Library materials shall be
3 reviewed to ensure the content aligns with state law.¹ The library collection shall adhere to the following
4 criteria:

- 5 1. Materials shall be suitable for and consistent with the educational mission of the school;
6
- 7 2. Materials shall be appropriate for the age and maturity levels of the students who may access
8 them. The determining factor will be based on an assessment of any mature themes or content
9 (i.e., violence, sexual content, vulgar language, substance abuse);
10
- 11 3. Materials shall contain literary, historical, and/or artistic value and merit; and
12
- 13 4. The collection as a whole shall offer a variety of viewpoints.

14 The school librarian shall be responsible for periodically reviewing the district's library collection in line
15 with these established standards. He/she shall post the list of library materials online.

16 **COMPLAINTS²**

17 **Tier I**

18 If a complaint is made by an employee, student, or parent/guardian, the person receiving the complaint
19 shall:

- 20 1. Inform the complainant of the selection procedures and make no commitments.
21
- 22 2. Request the complainant to submit a Request for Reconsideration of Library Materials form.
23
- 24 3. Inform the principal (and other appropriate personnel).
25
- 26 4. Keep challenged materials available for use during the reconsideration process.
27

28 Upon receipt of the completed form, the principal may notify the Director of Schools. The principal
29 may request review of the challenged materials by an ad hoc materials review committee within 14
30 days. The review committee is appointed by the principal and should include certified library media

1 personnel, representatives from classroom teachers, one or more parents, and may include one or more
2 students. The principal will inform the Director of Schools of the review committee's progress.

3 After receiving the challenged materials, the following steps should occur:

- 4 1. Read, view, or listen to the contested material in its entirety;
- 5
- 6 2. Check general acceptance of the material by reading recognized and evaluative reviews;
- 7
- 8 3. Determine the extent to which the material is appropriate for the age and maturity levels of the
9 students who have access to the materials and whether the material is suitable for, and
10 consistent with, the educational mission of the school; and
- 11
- 12 4. Complete the appropriate Checklist for Reconsideration of Library Materials, judging the
13 material for its strength and value.

14 **Tier Two**

15 The complainant may appeal the principal's decision. The appeal shall be to the Director of Schools.
16 He/she shall review the recommendation presented by the review committee along with the principal's
17 recommendation and make the determination whether the material is appropriate for the age and
18 maturity levels of the students who have access to the materials and whether the material is suitable
19 for, and consistent with, the educational mission of the school.

20 **Tier Three**

21 The complainant may appeal the decision of the Director of Schools. The Board shall evaluate the
22 material to determine whether the material is appropriate for the age and maturity levels of the students
23 who have access to the materials and whether the material is suitable for, and consistent with, the
24 educational mission of the school.

25 If, at any tier, it is determined that the material is not appropriate for the age and maturity levels of the
26 students who have access to them or is not suitable for, and consistent with, the educational mission of
27 the school, the material shall be removed from the library collection.

Legal References

1. *Board of Education, Island Trees Union Free School District No. 26 v. Pico*, 457 U.S. 853, 102 S. Ct. 2799 (1982); TCA 49-6-3803
2. Public Acts of 2023, Chapter No. 472

Cross References

Textbooks and Instructional Materials 4.400
School and System Websites 4.407
Controversial Materials 4.801