

Procedure 652 – REQUEST FOR REEVALUATION FORM

The Osseo Area Schools school board adopted Policy 652 Instructional and Library Materials Selection and Reevaluation, under which the school board delegated responsibility for selection and evaluation of library materials to school district staff. Procedure 652B establishes the process for reconsideration of specific library collection material.

The first step in a request for reconsideration is at the building level. See Procedure 652B. The person initiating the challenge should first communicate with the teacher and/or the Library Media Specialist, whichever is appropriate, then the building Principal. If those two steps don't result in agreement, then the person initiating the challenge may initiate a district level challenge with this form.

District students, parents or guardians of a student, employees or residents may request reconsideration of specific library material on the basis of appropriateness.

A requestor has the option to request Formal Reconsideration if the informal process set forth in Policy 652 has not resolved the matter.

The next step in the reconsideration process is submission of a fully completed Formal Request for Reconsideration form. A separate form must be completed in full for each library material item for which formal reconsideration is requested.

If you wish to request formal reconsideration of specific library material, please return a completed form to:

Andi Bodeau, Coordinator of Digital Learning and Instructional Media: bodeaua@district279.org

Date

Name of Requestor

Address

Phone

Email

Type of Library Material (please check)

Book (e-book)	
Movie	
Magazine	
Database	
Newspaper	

Audio Recording	
Digital Resource	
App	
Streaming Media	
Other	

Title: _____

Author/Producer: _____

Name and title of Staff person you initiated the challenge with:

Please explain the concern you have about this Library Material.

Please explain the circumstances that brought this Library Material to your attention.

Have you examined the entire Library Material? If not, please identify the sections you reviewed.

If you have any resources that may provide additional information and/or other viewpoints regarding this Library Material that would be helpful in a review, please identify those resources. These resources may be in support of your challenge or could reflect a different position.

Please set forth the ways in which you believe this Library Material does not comply with the selection objectives and criteria set forth in Policy 652

Please set forth the resolution that you seek.
