

Note to administrator: The Texas State Library and Archives Commission (TSLAC) also has a website regarding [School Library Programs: Standards and Guidelines for Texas](https://www.tsl.texas.gov/ldn/schoollibrarystandards).¹ Information regarding Challenge Support can be found on the [American Library Association's \(ALA\) website](https://www.ala.org/tools/challengesupport).²

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¹ TSLAC School Library Programs: Standards and Guidelines for Texas:
<https://www.tsl.texas.gov/ldn/schoollibrarystandards>

² ALA website: <https://www.ala.org/tools/challengesupport>

Exhibit A — Request for Reconsideration of Library Material

Date: _____

Name: _____

Name of Requestor's Student(s) or
Other Affiliation to the District: _____

Address: _____

City / State / Zip code: _____

Phone number: _____

Email address: _____

Have you discussed your concern with library or school personnel?

- Yes; please identify the person you spoke with: _____
- No

Library material on which you are commenting:

Library materials may include printed and electronic library acquisitions, including online catalogs, and other ancillary or supplementary materials maintained by the campus library.

- Movie
- Website
- Software application or other educational technology
- Book
- E-Book
- Magazine
- Newspaper
- Audio recording
- Textbook
- Video/Streaming Media
- Library program
- Electronic information/network (*please specify*): _____
- Other: _____

INSTRUCTIONAL RESOURCES
LIBRARY MATERIALS

EFB
(EXHIBIT)

Title: _____

Author/Producer: _____

1. Have you reviewed the library material(s) in their entirety? *(If not, please do so before completing and submitting this form or explain below why reviewing the material in its entirety is not practical.)*

Yes

No, because _____.

2. To what in the library material(s) do you object? *(Please be specific. Cite pages and the like.)*

3. What do you believe might be the result of using this library material?

4. For what age group would you recommend this library material?

5. What do you believe should be done with the library material in question?

Remove it from the library.

Do not allow my child to use this library material.

Restrict in the following manner: (For example, restrict to a more mature audience, require parent permission.)

Complainant's signature: _____

Date: _____

For District's Internal Use Only

Copies of this form must be distributed to the following positions:

- Superintendent or designee (*specify*): _____
- School librarian
- All Board members
- Any staff designated by administrative procedures (*specify*): _____

Exhibit B — Checklist for Reconsideration of Library Material

Type of library material: _____

Title: _____

Author/Producer: _____

1. Review history
 - a. Has this library material been reviewed by a reconsideration committee before?
If the item(s) has been reviewed in less than two years prior to this request, the District may stop at this question because after a library material has been reviewed through the reconsideration process, it does not need be reviewed again within two calendar years of the reconsideration committee's final decision.
 Yes, the item was last reviewed on: _____
 No
2. Required review
 - a. Did all members of the committee review the library material in its entirety?
 Yes
 No
3. Nonfiction considerations
 - a. Is the author or presenter competent and qualified in the field?
 Yes
 No
 - b. What is the reputation and significance of the author or publisher/producer in the field?

 - c. Is the library material up to date?
 Yes
 No
 - d. Are information sources well documented in the library material?
 Yes
 No

INSTRUCTIONAL RESOURCES
LIBRARY MATERIALS

EFB
(EXHIBIT)

- e. If applicable, are translations and interpretations faithful to the original?
- Yes
 - No
4. Educational appropriateness
- a. Does the library material enrich and support the TEKS and the state and local curriculum or otherwise promote the educational goals and objectives of the curriculum of the district?
- Yes
 - No
- b. Is the material appropriate for the intellectual development, ability levels, and varied interests of students that it is intended?
- Yes
 - No
- c. Is the library material, including the illustrations, appropriate for the age and maturity levels of the campus and/or grade level?
- Yes
 - No
5. Quality of content
- a. Does the library material foster growth in factual knowledge, literary appreciation, aesthetic values, or societal standards?
- Yes
 - No
- b. Does the library material contribute to the district's goal of presenting diverse viewpoints and cultures and ensure the collection embodies the unique background of its student population?
- Yes
 - No
- c. Does the library material encourage the enjoyment of reading, foster high-level thinking skills, support personal learning, or encourage discussion based on rational analysis?
- Yes
 - No

INSTRUCTIONAL RESOURCES
LIBRARY MATERIALS

EFB
(EXHIBIT)

6. Does the library material represent ethnic, religious, and cultural groups of the state and their contributions to the state, the nation, and the world?

Yes

No

Does the material conform to EFB(LOCAL) and EFB(LEGAL)?

Should the material continue to be available in the library?

Other recommendations of the reconsideration committee: (For example, restrict to a more mature audience, require parent permission, label the book with a warning.)

Signatures of review committee:

Chairperson: _____

Date: _____