

DISTRICT RECONSIDERATION PROCESS FOR CHALLENGED MATERIALS

INTRODUCTION

Updated 09/01/2025

A District employee, a parent or guardian of a District student, or District resident may challenge library material maintained in the District's library program.

The following principles shall guide the review of a challenge of library material:

- An individual may challenge library material used in the District's library program, despite the fact that the professional staff and the Board followed proper procedure for recommending and procuring materials.
- Access to challenged material shall be restricted during the challenge process.

In addition, no challenged library material shall be removed solely because of the ideas expressed in the library material or the personal background of the library material's author.

REQUEST FOR INFORMAL RECONSIDERATION

LIBRARIAN OR ADMINISTRATOR MEETS WITH THE REQUESTOR

- Listen to concerns
- Explain selection procedures, placement and intended usefulness of the material
- Offer (if applicable) alternative library material to be used by the child in place of the material and, if requested, shall restrict the child's access to the material objected to by the parent or guardian

Note: If the individual wishes to make a formal challenge, the administrator shall make available to the individual a copy of [this policy](#) and the form to request a formal challenge of the library material.

After a challenge form is submitted, the form shall be provided to the Superintendent. Copies of the form shall be provided to the school librarian, the Board, and any other staff designated in administrative procedures.

REQUEST FOR FORMAL RECONSIDERATION

SUPERINTENDENT FORMS COMMITTEE; COMMITTEE MAKES RECOMMENDATION

Superintendent (or designee) shall appoint a challenge committee within 5 days of receiving form

- Committee shall include the librarian, and at least one member of the instructional staff who is familiar with the material, and any other appropriate individuals.
 - Must comply with the meeting requirements under Education Code 33.025(g) and (h)
- Committee shall review the material in its entirety and determine if it conforms to policy and whether the material will be available in the library. The committee shall prepare a written report of its findings.
 - The Superintendent, the school librarian, the individual submitting the challenge, and any other appropriate staff shall receive a copy of the committee's report.

SUPERINTENDENT SHARES FINDINGS; APPEAL PROCESS OUTLINED

- Superintendent (or designee) may share findings with requestor.
- Requestor may appeal the decision to the Board; the school district's board of trustees must take action on the written challenge at the first open meeting held after the 90th day after receipt of a written challenge.
- When considering the appeal, the Board shall consider the factors in Education Code 33.027(f).

FREQUENCY OF REVIEW DETERMINED

After a library material has been challenged and the Board determines not to remove it, it may not be challenged again for two years. If a challenge results in the removal of the library material, it will be removed from all school libraries and classroom libraries at that same level.