

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

(For use with Policy 2021)

Title: _____

Author: _____

Publisher or Producer (if known): _____

Request initiated by (your name): _____

Telephone: _____ Email: _____

Address: _____

Your student's school and grade level if applicable: _____

1. Have you examined (read, viewed, etc.) the material in its entirety? Yes No

2. Why do you feel the material should be reconsidered?

- Subject matter is out of date and no longer relevant.
- Materials perpetuate cultural, ethnic or sexual stereotypes.
- Materials are not appropriate for students' reading levels.
- Material is inappropriate for the age, emotional development or social development of the student users.

Explain: (Please be specific, cite pages when possible. Use a separate page if necessary.)

3. Do you represent yourself or a group?

If a group; what group or organization?

Signature: _____ Date: _____

Please submit this request to the Library Media Specialist and Principal to request a meeting.

If the issue cannot be resolved, the principal, in consultation with the LMS, will review the materials and issue a written decision on whether to remove them. The decision must be issued within 30 days of meeting with the parent or within 60 days of receiving the request to review and remove if the parent does not request a meeting.

Appeal Process: If the parent or teacher-librarian disagrees with the principal's decision, they may appeal to the superintendent or designee in writing. The superintendent's or designee's decision is final and cannot be appealed. Once the final decision is made, the same materials may not be reconsidered for at least three years unless the superintendent determines a significant change in circumstances arises.

The decisions made under this process must comply with RCW 28A.320.233, will be based on the criteria for selecting and de-selecting library materials described in procedure 2021, and may apply only to the student or students whose parent submitted the request to review and reconsider.