



Cache County School District

Policy Series 4000: Curriculum, Instruction, Assessment

Policy No. 4200 P2

Procedure for Reconsideration of Library Media Materials

The purpose of the Reconsideration of Library Material Procedures is to establish a clear and principled process for reviewing library media materials in response to formal reconsideration requests from stakeholders within the school community. This process is designed to uphold the integrity of educational resources while respecting diverse perspectives and ensuring that content remains appropriate and valuable for our students.

Objective: By providing a structured framework for reconsideration, we aim to balance the educational needs of the community with the rights of individuals to express concerns about library materials. This procedure emphasizes thoughtful deliberation and community involvement in decision-making, ensuring that our library media centers continue to support a robust learning environment for all students.

Requestor: A formal reconsideration of library media materials may only be made by:

- A. a parent desiring action beyond restricting their own child's access to a particular book or material contained in the library media center of the school his/her child attends;
- B. a student who attends the school; or
- C. an employee of the school.

School Level Challenge:

- A. A requestor may request a reconsideration of a library media material by submitting the Request for Reconsideration of Library or Instructional Material Form (Reconsideration Form) to the school's library media professional.
- B. If the reconsideration request is due to a claim of sensitive materials, the sensitive materials policy shall be followed. All other reconsideration requests shall follow the procedure outlined below.
- C. Upon receipt of the completed Reconsideration Form, the library professional will notify the District Library Specialist of the request and call a meeting of the Library Media Advisory School Committee ("LMA School Committee") to introduce the request. The LMA School Committee shall consist of an odd number of voting members (not less than five) and shall include:
 - a. an administrator or designee,
 - b. at least one department chair or grade-level teacher,
 - c. parent representatives with at least one more parent than there are school employees
 - d. a student representative where appropriate.
- D. The school library professional will chair the committee as a non-voting member and will provide the LMA School Committee members access to the instructional material as well as public

written reviews of the material from professional review sources. The LMA School Committee members will be assigned to read, view, or listen to the material in its entirety as well as the reviews.

- E. The library material being considered for reconsideration will remain in circulation throughout the reconsideration process.
- F. The LMA School Committee will determine the amount of time needed for an adequate review of material to make a thorough and thoughtful decision and inform the requestor of the determined timeline with a preference for 30 school days where possible and no longer than 60 school days. When the LMA School Committee reconvenes, the requestor has the option to meet with the School Committee to present his/her views.
- G. The LMA School Committee will deliberate the issues and reach a decision. A decision is made by a majority vote. The LMA School Committee will decide whether to retain the material in the library media center, relocate the material within the library media center, or remove the materials from the library media center.
- H. The requestor will be notified of the LMA School Committee's decision in writing within one week of the decision.
- I. The LMA School Committee Chair shall create a summary of the deliberations to keep on file for a minimum of four years.
- J. The same material cannot be reconsidered at the same school for at least three years.
- K. A school may limit the number of reconsideration requests by a single individual, if the requests are of a similar nature with a similar resolution.

District Level Appeal

- A. If the requestor is not satisfied with the decision of the LMA School Committee, he/she may appeal the decision through the district level appeal process.
- B. The requestor shall submit a written request for a district level appeal along with a copy of the original *Reconsideration Form* to the District Media Specialist within ten (10) school days of receiving the decision from the LMA School Committee.
- C. The material in question will continue to be used as determined by the LMA School Committee during the district level appeal process.
- D. The District Media Specialist will convene a District Appeal Committee and provide the committee with access to the original *Reconsideration Form*, summary of deliberations from the LMA School Committee, a copy of the material, and public written reviews of the material from professional review sources. The District Appeal Committee will consist of an odd number of voting members (not less than five), and may include:
 - a. a member of the superintendency or designee,
 - b. one or more parent representative(s), with at least one more parent than employees,
 - c. the Director of Secondary Teaching and Learning or designee,
 - d. a school board member,
 - e. a student representative where appropriate,
 - f. an elementary and/or secondary library media professional, and
 - g. teacher(s).
- E. The District Appeal Committee will determine the amount of time needed for an adequate review of the material to make a thorough and thoughtful decision. The District Media Specialist will inform the requestor of the determined timeline with a preference for 30 school days where possible and no longer than 60 school days.

- F. The District Appeal Committee members will read, view, or listen to the material in its entirety as well as the reviews, summary of the deliberations, and *Reconsideration Form*.
- G. The District Appeal Committee will deliberate the issues and reach a decision. The requestor will have the option to then meet with the District Appeal Committee to present his/her views.
- H. A decision is made by a majority vote. The District Appeal Committee will decide whether to retain the material in the library media center, relocate the material within the library media center, or remove the material from the library. This decision will only apply to the library media center from which the reconsideration request originated.
- I. The requestor, the library professional, and the school principal from the school where the reconsideration request originated will be notified of the District Appeal Committee's decision in writing within one week of the District Appeal Committee decision. This response shall serve as the final administrative action in the matter.