



973-691-4008



www.motsd.org



227 U.S. Route 206, Suite 10
Flanders, NJ 07836



Mount Olive Township School District

Introduction:

Pursuant to N.J.S.A. 18A:34A-1, et seq., the Commissioner of Education is directed to develop model policies governing curation and removal of library materials for boards of education to review when developing their own policies. The purpose of this guidance is to protect the freedom of New Jersey's residents to read, for school libraries and public libraries to acquire and maintain materials without external limitations, to recognize that school library staff members and librarians are trained to curate and develop collections, and to ensure school library staff members and librarians are able to perform their duties. In developing the model policies, the commissioner consulted with the State Librarian, the New Jersey Association of School Librarians, and the New Jersey School Boards Association.

Request for Removal of Library Materials

Mandatory Provisions

N.J.S.A. 18A:34A-5 directs boards of education to develop a Library Materials Removal Policy. As a part of the policy, boards of education are required to create a request for removal form that may be submitted by an individual with a vested interest to the principal of the school in which the library material is challenged to initiate a review of the material. The form shall require the individual with a vested interest to specify which sections of the library material the individual objects to and an explanation of the reasons for the objection.

Model Request for Removal Form

Please complete all sections of this form to request a formal review of library material. Incomplete forms will not be processed. This form is devised pursuant to N.J.S.A. 18A:34A-1, et seq.

Relationship to District

(Check all that apply.) Note that if you do not meet one of the following criteria, your request will not be considered:

- ☐ Parent/Guardian of current student
- ☐ Teaching staff member employed by the board of education
- ☐ Current student

Requestor Information

Name: _____

Address: _____

Phone: _____

Email: _____

Material Information

Title: _____
Author/Creator: _____
Publisher: _____ Edition or Printing: _____
Copyright Date: _____ Format: _____
ISBN or Call Number (if applicable): _____

Location of Material

Have you examined/read the entire work? ☐ Yes ☐ No

If no, what sections have you examined? _____

Nature of Concern

1. Please cite specific passages, pages, or sections that are of concern (include page numbers): _____

2. What specific concerns do you have about this material? _____

3. For what age group would you recommend this material, if any? _____

4. Have you consulted literary/professional evaluations of this material? ☐ Yes ☐ No

If yes, please cite sources or provide documentation of professional evaluation(s): _____

5. What action do you recommend the library take regarding this material?

☐ Remove entirely ☐ Limit access ☐ Other (specify): _____

6. Please provide any additional material or information on this topic that you would like the committee to consider. _____

Acknowledgment

I understand that, pursuant to N.J.S.A. 18A:34A-1, et seq.:

- Submission of this form will initiate a formal review process.
- The material will remain in circulation during the review.
- The board of education will provide the final determination as to the outcome of the request for removal.
- A board of education shall not remove library material from a school library in the district because of the origin, background, or views of the library material or those contributing to its creation, and shall not engage in censorship of library material.
- A board of education determination issued in accordance with the policy which denies a request for removal shall not constitute a controversy or dispute pursuant to N.J.S.A. 18A:6-9.
- An individual with a vested interest may file a petition of appeal of the board's final determination to the Commissioner through the Office of Controversies and Disputes in accordance with N.J.S.A. 18A:6-9 and the procedures set forth in State Board of Education regulations.

Please note that this request is subject to the Open Public Records Act, pursuant to N.J.S.A.10:4-6.

Signature: _____ Date: _____

For Office Use Only:

Date Received: _____ Received by: _____

Date of prior challenge of material and outcome (if applicable): _____

(Note: If multiple challenges are raised concurrently against the same library material, challenges to that library material may be consolidated.)

Review Committee Formation Date: _____

Final Determination Date: _____