

Mansfield ISD Library Book Challenge Procedures

When a formal challenge form is submitted:

1. All formal concerns regarding library materials shall be submitted on the form provided by the District and shall submit the completed and signed form to the district-level library supervisor or designated administrator.
2. Within 5 days of receiving the completed challenge form the district-level library supervisor or designated administrator shall provide a copy of the completed challenge form to the:
 - a. Superintendent
 - b. All board members
 - c. The campus principal
 - d. The campus librarian
 - e. Any other designated administrative staff member
3. The district-level library supervisor shall inform all principals of the challenged material requesting that the principal direct all staff to remove the challenged material from student access. This includes access in campus libraries as well as classroom libraries until a decision has been made regarding the appropriate placement or removal of the resource.
4. The district-level library supervisor or designated administrator shall appoint a reconsideration committee. The committee shall review the challenged material and determine whether it conforms to the principles of selection set out in board policy.
5. The reconsideration committee shall include both district and campus-level professional staff and parents. If possible, the campus level personnel shall not be from the campus the material is being challenged. Members shall include:
 - a. One Non-Voting Committee Chair (district level - coordinator or above)
 - b. One campus administrator (at the level the material is challenged)
 - c. *One campus librarian (at the level the material is challenged)
 - d. *Three teachers (at the level the materials is challenged)
 - e. Two parents (with students at the level the material is challenged)
 - f. Two district level professional staff

*At least one member (teacher or librarian) should have experience using the challenged resource or is familiar with the content of the challenged material.
6. The total voting membership shall be an uneven number. The complainant will not be a member of the committee, but the complainant's written submission will be thoughtfully considered by the committee.
7. All committee members will read a copy of the library material in question in its entirety.

8. All committee members shall review the submitted written concern.
9. The committee will review/discuss all content themes on the MISD Library Book Reconsideration Committee Formal Challenge Form.
10. After working through the MISD Library Book Reconsideration Committee Formal Challenge Form and any deliberations the committee feels necessary, committee members will determine the appropriate placement (or removal) of the challenged material based on the content themes in the rubric of EFB(EXHIBIT).
11. Any meeting of the committee must comply with the meeting requirements including required notices, meeting minutes, audio or video recordings, and submission of minutes and audio or video recordings of the meeting to the district.
12. Within 90 days of the challenge, the Non-Voting Committee Chair shall provide a copy of the committee's report to the:
 - a. Superintendent
 - b. The Complainant
 - c. Board Members
 - d. Campus Principal
 - e. Campus librarian
 - f. Any other appropriate staff