

INSTRUCTIONAL RESOURCES:
LIBRARY MATERIALS

EFB (REGULATION)
(EXHIBIT)

- Exhibit A Request for Library Materials Reconsideration/Challenge
- Exhibit B Committee's Checklist for Library Materials Reconsideration/Challenge
- Exhibit C Sample Decision on Library Materials Reconsideration/Challenge

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EXHIBIT A

Request for Library Materials Reconsideration/Challenge

Date: _____

Name: _____

Name of Requestor's Student(s) or Other Affiliation to the District:

Address: _____

City / State / Zip code: _____

Phone number: _____

Email address: _____

Have you discussed your concern with library or school personnel?

☐ Yes; Name of the person you spoke with: _____

☐ No

Library material:

Title: _____

Author/Producer: _____

Type of material: _____

Types of materials include a book, e-book, magazine, newspaper, audio recording, textbook, video/streaming media, library program, movie, software application or other educational technology, or electronic information/network.

1. Have you reviewed the library material(s) in their entirety? *(If not, please do so before completing and submitting this form or explain below why reviewing the material in its entirety is not practical.)*

☐ Yes

☐ No, because _____.

2. To what in the library material(s) do you object? *(Please be specific. Cite pages and specific passages.)*

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3. What do you believe is the theme and/or purpose of this material/resource?

4. Do you believe the material violates the TSLAC School Library Programs Standards and Guidelines? If so, please indicate which standard(s) and explain the violation.

5. What do you believe might be the result of using this library material?

6. For what age group would you recommend this library material?

7. What do you believe should be done with the library material in question?

- ☐ Remove it from the campus library.
- ☐ Do not allow my child to use this library material.
- ☐ Restrict in the following manner: (For example, restrict to a more mature audience, require parent permission.)

Complainant's signature: _____

Date: _____

For District's Internal Use Only

Copies of this form must be distributed to the following positions:

- ☐ Superintendent
- ☐ Assistant Superintendent of Curriculum and Instruction
- ☐ Executive Director of Elementary or Secondary Education
- ☐ Director of Curriculum
- ☐ Campus Principal
- ☐ Campus Librarian

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Exhibit B

Checklist for Library Materials Reconsideration/Challenge

Type of library material: _____

Title: _____

Author/Producer: _____

	Question	Yes/No	Notes
Review history	Has this library material been reviewed by a reconsideration committee before? If the item has been reviewed less than 2 years before this request, the District may stop at this question and end the reconsideration. After a library material has been reviewed through the reconsideration process, it does not need to be reviewed again within 2 calendar years of the committee's final decision.		
Required review	Did all members of the committee review the library material in its entirety?		
Nonfiction considerations	Is the author/presenter competent and qualified in the field?		
	What is the reputation and significance of the author or publisher/producer in the field?		
	Is the material up to date?		
	Are information sources well documented in the library material?		
	If applicable, are translations and interpretations faithful to the original?		
Educational appropriateness	Does the library material enrich and support the TEKS and the state and local curriculum or otherwise promote the educational goals and objectives of the curriculum of the District?		
	Is the material appropriate for the intellectual development, ability levels, and varied interests of students for whom it is intended?		
Quality of content	Does the library material foster growth in factual knowledge, literary appreciation, aesthetic values, or societal standards?		
	Does the library material contribute to the District's goal of presenting diverse viewpoints and cultures and		

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Representation	ensure the collection embodies the unique background of its student population?		
	Does the library material encourage the enjoyment of reading, foster high-level thinking skills, support personal learning, or encourage discussion based on rational analysis?		
	Does the library material represent ethnic, religious, and cultural groups of the state and their contributions to the state, the nation, and the world?		

Does the material comply with the TSLAC School Library Programs Standards and Guidelines?
If it does not, please indicate the specific standard(s) violated.

Does the material conform to the requirements of Board Policy EFB (Legal) and (Local)?

What is the committee's recommendation?

- ☐ The material should remain in the library materials at its current subject and grade levels.
☐ The material should be removed from the campus library materials.
☐ The material should be restricted in the following manner (examples: restrict to a more mature audience, require parent permission).

Signatures of Reconsideration Committee:

_____	_____
_____	_____
_____	_____

Chairperson: _____ Date: _____

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Exhibit C

Notice of Decision on Library Materials Reconsideration/Challenge

(Date)

(Name of Complainant)
(Address)
(City, State, Zip)

Re: Decision on Library Materials Reconsideration/Challenge

Dear (Name of Complainant),

The Reconsideration Committee met on (date), to review the (type of resource, i.e. book, audiobook, video/streaming media, library program, movie), (*title* and author of resource) to review the Request for Library Materials Reconsideration/Challenge you submitted on (submission date). The Committee considered whether the material is suitable for its intended use, consistent with legal and local requirements, including but not limited to the TSLAC School Library Programs Standards and Guidelines, Board Policy EFB, and the District's Innovation Plan.

The Committee determined that the material (choose one: is suitable for its current use / is not suitable for its current use / is suitable for a different subject and grade level than its current use). The Committee recommends that the material (choose one: remain in the library materials at its current subject and grade levels / be removed from the campus library materials / be restricted from your child's access / be restricted in the following manner, specifically _____).

Thank you for bringing your concerns to our attention. If you are dissatisfied with this decision, you may file a Level One Complaint through the appropriate formal complaint process under either Board Policy FNG (Local) or DGBA (Local). Complaint timelines are strictly enforced. If you have any questions, please contact me at (email) or (phone number).

Sincerely,

Committee Chair Name
Job Title

cc: Superintendent
Assistant Superintendent for Curriculum and Instruction
Executive Director of Elementary or Secondary Instruction
Executive Director of Student Affairs
Campus Principal
Campus Librarian

APPROVED: 06/29/26