

## PROCEDURE FOR RECONSIDERATION OF LIBRARY MATERIALS

1. The parent/guardian or student shall discuss the concern with the teacher or librarian and school principal. The parent/guardian may be offered options that limit their child's access to the material without limiting the access of other students.
2. If the parent/guardian wishes to pursue limiting access for students other than their child, the parent/guardian or student shall be invited to file a complaint in writing with the principal by completing the form entitled "Request for Reconsideration of Library Materials."
3. The building principal shall send a copy of the written complaint to the Superintendent and the Assistant Superintendent for Instruction/Human Resources.
4. The challenged material shall continue to be used during the reconsideration process unless the Superintendent or Board suspends its use.
5. The Assistant Superintendent shall appoint an instructional review committee which must include a minimum of two teachers, a building principal, and two parents/guardians. Two students may be included, if deemed appropriate. The Library Services Coordinator will chair the committee.
6. The committee shall be convened within ten (10) school days after the complaint has been filed with the Assistant Superintendent. Each committee member shall receive a copy of the written complaint as well as a copy of the material in question.
7. The committee shall meet to weigh values and faults, viewing the material as a whole and not individual passages or images. In weighing the material's value, the committee shall consider the following:
  - a. Extent to which it support the curriculum
  - b. Qualifications of the author, artist, composer, producer, and/or publisher of the material
  - c. Suitability of the subject matter, vocabulary, and presentation for the students' experience and maturity and for the intended use of the material
  - d. Content of the material in terms of currency, accuracy, and consistency with curriculum goals
  - e. Literary and/or artistic merit
8. The committee shall deliver a written report with their final decision about the materials in question to the Superintendent and the complainant. The report shall respond to each criterion listed in section 7 and include answers to specific objections of the complainant
9. If the complainant is not satisfied with the committee's decision, within 7 calendar days of the receipt of the decision he or she may appeal to the Superintendent.
10. The Superintendent shall submit the decision to the School Board for action.