

CHALLENGES TO LIBRARY MATERIALS

No duly selected materials whose appropriateness is challenged shall be removed from the school except upon the recommendation of a reconsideration committee, with the concurrence of the Superintendent or, upon the Superintendent's recommendation, the concurrence of the Board, or upon formal action of the Board of Trustees, when a recommendation of a reconsideration committee is appealed to it. The following procedure shall be followed when addressing challenges to library materials:

1. All complaints to staff members shall be reported to the Building Principal involved, whether received by telephone, letter, or in personal conversation.
2. The Principal shall contact the complainant to discuss the complaint and attempt to resolve it informally by explaining the philosophy and goals of the school district and/or the library media center.
3. If the complaint is not resolved informally, the complainant shall be supplied with a packet of materials consisting of the materials selection policy statement and the procedure for handling objections. This packet also will include a standard printed form, which shall be completed and returned before consideration will be given to the complaint.
4. If the formal request for reconsideration has not been received by the Building Principal within two weeks, it shall be considered closed. If the request is returned, the reasons for selection of the specific work shall be reestablished by the appropriate staff.
5. No questioned materials shall be removed from the school pending a final decision. Pending the outcome of the request for reconsideration, however, access to questioned materials can be denied to the child (or children) of the parents making the complaint, if they so desire.
6. Upon receipt of a completed objection form, the Principal will request that the Superintendent convene a committee of five to reconsider the complaint. This committee shall consist of the Building Principal, two teachers, the librarian and the Superintendent.
7. The committee shall meet to discuss the materials following the guidelines set forth in the Instructions to Reconsideration Committee, and shall prepare a report on the material containing its recommendations on disposition of the matter.
8. The Principal shall notify complainant of the decision and send a formal report and recommendation to the Superintendent. In answering the complainant, the Principal shall explain the book selection system, give the guidelines used for selection, and cite authorities used in reaching decisions. If the committee decides to keep the work that caused the complaint, the complainant shall be given an explanation. If the complaint is valid, the Principal will acknowledge it and make recommended changes.

If the complainant is still not satisfied, he or she may ask the Superintendent to put this issue before the Board of Trustees, which shall make a final determination of the issue.