

## Policy for the Reconsideration of Library Materials

*The materials selected for circulation in the library media center are carefully reviewed and selected by trained and qualified personnel following the guidelines laid out in the Collection Development Policy with the educational best interest of students in mind. However, the district understands the variety of viewpoints of patrons, and respects the rights of parents to choose what is appropriate for their student(s) to access. Therefore, parents may restrict their child's access to any materials deemed inappropriate. However, the district also affirms that no parent has the right to make that decision on behalf of other children (Hopkinton). Therefore, this policy for the reconsideration of library materials has been developed to guide the school/district should any materials be challenged on a school or district level. Internet resources are not subject to reconsideration under these guidelines. The internet is largely unregulated, and not all of the information it carries is suitable for schoolchildren. Although the district subscribes to a filtering service that blocks much inappropriate material, the Technology Use Policy and the Guidelines for Acceptable Use of the Internet represent an understanding on the part of the student and his/her parent(s) or guardian(s) that the district does not control the contents of the internet (Hopkinton). Any questions about the process should be directed to the library media specialist and/or the school principal.*

### *Steps for Reconsideration of Materials:*

1. The complainant should be encouraged to first discuss the material with the teacher or media specialist. If possible, the library media specialist should discuss the selection process and the educational purpose of the challenged material. Should the matter be unresolved at this point, the complainant will be asked to fill out a *Request for Reconsideration of Library Materials Form* and return it to the school library media specialist. (Rockingham) *If not already done, the media specialist should inform the school principal of the possible challenge.*
2. *Once a completed Request for Reconsideration form has been received by the media specialist, the following steps should be taken:*
  - a. *The school principal will convene a Collection Evaluation Committee to consist of:*
    - i. School library media specialist
    - ii. Member of school administration
    - iii. Faculty member
    - iv. PTA Representative
    - v. Member of the community (Granite)

The committee will need to schedule a first meeting within 10 days of the receipt of the Request for Reconsideration. (Rockingham)
  - b. *The library media specialist will forward copies of the Request for Reconsideration form to the Superintendent's office and the Board of Education president, along with the names of the committee members.*
  - c. *The library media specialist will send the complainant a letter acknowledging the receipt of the Request for Reconsideration form and informing him/her of the date of the first committee meeting. (Cobb County)*

3. *At the initial committee meeting, members will be given copies of the Request for Reconsideration. The complainant (if in attendance) will be given time to speak to the form and his or her concerns, if desired.* Committee members will be asked to read/view the challenged material in its entirety and a consideration hearing will be scheduled (no more than 30 days after initial meeting). (Rockingham). Committee members should fill out an Evaluation form as they are reading/viewing material. (Granite)
4. At the consideration hearing, the *Request for Reconsideration of Library Materials* will be read to all members present. The material will be discussed and considered with both specific objections and content in mind. The best interests of the students and the requirements of the curriculum will be stressed. Committee members will examine and evaluate the challenged resource as a whole, not specific passages or selections. (Rockingham)
5. *The committee will come to a decision by voting (majority rules) and will craft a written Response to Request for Reconsideration that will include the committee members, the title of the work, a summary of the initial complaint, the committee's response, and the recommended action. The Committee may choose:*
  - a. to retain the item
  - b. to retain the item with restrictions
  - c. to remove the item (Hopkinton)
6. *Copies of the Response to Request for Reconsideration will be sent to the Superintendent's office, the school principal, and the original complainant.* The complainant may make an appointment to discuss the response with the principal, if desired. (Hopkinton)
7. If the complainant is not satisfied with the process or the ruling, he or she has the right to appeal the decision to the superintendent of schools and the district school board. (Rockingham)