

## GUIDELINES FOR CHALLENGED MATERIALS

Inquiries regarding the appropriateness of particular library materials are a normal part of the process of providing a wide variety of resources for student use. Such inquiries should be handled confidently, diplomatically, and expeditiously.

If a complaint is received, the following guidelines should be implemented:

1. Hold an informal conference to advise the complainant of the selection procedures. Do not enter into an extended discussion or try to defend the merits of the material. Make no commitment. The principal or his designated representative should participate in this discussion, if possible.
2. If the complainant is dissatisfied and wishes to pursue the matter, request that the complainant submit a written "Request for Reconsideration of Instructional Materials."
3. Immediately inform the principal and the Director of Learning Resources & Instructional Materials, whose staff will check general acceptance of the material by reading critical reviews and consulting recommended lists. The results of this research will be forwarded to the school's media specialist.
4. Keep the challenged material on the shelf during the reconsideration process.
5. Upon receipt of the completed "Request for Reconsideration of Instructional Materials" form, convene the Media Center Advisory Committee (chaired by the school's media specialist), which should take the following steps:
  - a. Using interlibrary loan, acquire adequate copies of the item so that all members of the committee can read, view, or listen to the material in its entirety within 15 working days.
  - b. Determine the extent to which the material fits the selection policy and supports the curriculum.
  - c. Judge the material for its strength and value as a whole and not in part.
  - d. Prepare a written report and recommendation, including the names and roles of the committee's participants.
  - e. Present the written report and recommendation of the committee to the principal and to the Director of Learning Resources & Instructional Materials.
6. The principal should inform the complainant of the committee's decision. (Do not include committee member names in the correspondence.)
7. The principal should also inform the appropriate administrator in the office of the Area Superintendent.
8. Retain or withdraw the challenged material as recommended by the Media Center Advisory Committee.
9. If the complainant continues to be dissatisfied, forward a copy of the complete file (including the committee's recommendation) to the Director of Learning Resources & Instructional Materials, who will convene the Learning Resources & Instructional Materials Department Advisory Committee. The Learning Resources & Instructional Materials Department Advisory Committee will follow the steps outlined in #5.
10. A copy of the written report and recommendation from the Learning Resources & Instructional Materials Department will be forwarded to the appropriate district level administrators. The Director of Learning Resources & Instructional Materials will inform the school principal, media specialist, and complainant of the district committee decision.
11. Retain or withdraw the challenged material as mandated by the decision of the district committee.
12. If the complainant is dissatisfied with the decisions rendered by both committees, the complainant may request inclusion on the School Board agenda.