

Request for Reconsideration of Library Materials:

Policy KEC-R



Procedures 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 of Academic Achievement.
4. The challenged material shall continue to be used during the reconsideration process unless the Superintendent or School Board suspends its use.
5. The Assistant Superintendent of Academic Achievement 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 Service Coordinator will chair the committee.
6. The committee shall be convened within ten (10) school days after a complaint has been filed with the Assistant Superintendent of Academic Achievement. 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:
 - Extent to which it supports the curriculum.
 - Qualifications of the author, artist, composer, producer, and/or publisher of the material.
 - Suitability of the subject matter, vocabulary, and presentation for the students' experience and maturity and for the intended use of the material.
 - Content of the material in terms of currency, accuracy, and consistency with curriculum goals.
 - 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 in accordance with Policy KE.
10. The Superintendent shall submit the decision to the School Board for action.



Request For Reconsideration of Library Materials

Policy KEC-R

To: Principal _____ School _____
Copy to: Teacher/ _____ Subject/ _____
Librarian _____ Grade Level _____
Request: Name _____ Telephone _____
Address _____

Author and title of item to be reconsidered _____
Type of material (e.g. book, textbook, video, artwork, Internet site) _____
Publisher or producer (if Internet site, please give complete URL) _____

Have you read or viewed the challenged material in its entirety? Yes No
If yes, what was the approximate date you read or viewed it? _____

What do you find objectionable about the material? Please be specific. Use additional sheets if necessary.

What do you think might result from continued use of this material?

What do you believe is the theme and/or purpose of this item?

Are you aware of the judgment of this work by critics or authoritative sources? If so, please summarize what you have heard or read and give the source of the information.

What would you recommend be done with this material?

- Not allow my child access to this material (form does not need to filed with Superintendent and Assistant Superintendent of Academic Achievement)
- Continue to be used with restrictions.
- Move to another level for use without restrictions.
- Move to another level for use with restrictions.
- Remove from the curriculum/library.
- Other _____

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Signature of Complainant

Date