

Procedure 2530P-Procedure(1): Learning Materials Review & Reconsideration Procedure

Status: DRAFT - 1st
Reading

Original Adopted Date: Pending

SECTION 1. COMPLAINTS AND/OR REQUESTS FOR REMOVAL OF MATERIALS

1.1 Parents/guardians may request that specific library books or materials not be checked out to their child.

1.2 The library/media specialist or building principal shall be notified when staff members receive a written or oral complaint or request for removal.

SECTION 2. RESOLUTION OF A COMPLAINT OR REQUEST FOR REMOVAL

2.1 The following procedures apply whenever there is a request for removal of the District's library books, materials, or resources:

2.1.1 Every effort will be made to resolve the matter informally at the building level by the involved complainant, principal, and librarian/media specialist.

2.1.2 If the issue remains unresolved, the complainant will receive a copy of this District's materials selection policy, materials selection, and removal procedures and Reconsideration of Library Media Center Materials Form 2500F1.

2.1.3 Upon receipt of a completed Reconsideration of Library Media Center Materials Form - 2500F1, the involved building principal will convene an advisory committee of seven (7) to consider the complaint. This committee shall consist of:

- The Superintendent/Designee;
- Supervising curriculum director;
- and the following people from the school involved:
 1. The librarian/media specialist,
 2. A teacher, and
 3. Three (3) community members.
- Membership on the advisory committee is renewable.

SECTION 3. RECRUITING ADVISORY COMMITTEE COMMUNITY MEMBERS

3.1 Three (3) parents shall be recruited and recommended to the building principal by the librarian/media specialist.

3.2 Each recommended member shall be representative of the community and its diversity. They shall include:

- One (1) elementary student parent
- One (1) middle school student parent and
- One (1) high school student parent.

3.3 The person initiating the reconsideration may not be a member of the advisory committee.

SECTION 4. ADVISORY COMMITTEE MEETING

4.1 The committee will meet within ten (10) school days of the reception of the completed reconsideration form. They shall:

4.1.1 Examine and review the questioned material according to the selection criteria outlined in this document and

4.1.2 Prepare a report on the material containing the committee's recommendations on disposition of the matter.

4.1.3 Deliver a copy of the disposition report to the building principal.

4.2 The building principal shall notify the complainant of the decision within thirty (30) school days of their initial meeting and forward the committee's recommendation report to the Superintendent/Designee.

4.3 If the complainant is not satisfied with the committee's decision, he/she may appeal the decision in writing to the Superintendent within five (5) school days of the issuance of the committee's decision.

4.4 The Superintendent shall render a decision within ten (10) school days.

4.5 The decision of the Superintendent may be appealed in writing to the Board of Trustees within five (5) school days.

SECTION 5. MATERIAL REMOVAL INFORMATION

5.1 School staff shall be informed by the Superintendent of the decision to remove any material from the District's libraries and shall no longer use those items.

SECTION 6. ARCHIVE OF RECOMMENDATIONS AND DECISIONS

6.1 An archive of each of the following forms shall be filed by the librarian/media specialist:

6.1.1 Reconsideration of Library Media Center Materials Form - 2500F1 and

