



# Challenging Media Center Materials


The library media specialist shall discuss the matter informally with the complainant explaining the selection procedures for library media materials. If the complainant accepts the explanation given by the media specialist, the reconsideration process concludes. If not move to the next step.



If the explanation fails to resolve the objection, the principal will ask the complainant initiating the challenge to file, within two weeks, a formal written objection by completing an **online "Request for Reconsideration of Library Media" form** which must reflect that the complainant has read the material in full. Failure to do so results in the conclusion of the reconsideration process.



Upon receipt of the completed form **"Request for Reconsideration of Library Media,"** the principal shall forward copies to the appropriate personnel on the School-Level Review Committee (a committee of teachers, educational media specialists and parents of the school). The challenged material shall remain available for circulation during the reconsideration process OR the challenged materials shall not be removed immediately; however, such materials shall not be available for student use pending a final decision.



The challenged materials shall be read and re-evaluated by the committee, considering the specific objections raised. The committee shall report its decision within fifteen **(15)** working days. The Complainant shall be informed in writing concerning the school-level committee's decision.

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## Appeals Process

If the Complainant disagrees with the decision rendered by the School-Level Committee, an Appeal may be filed with the District.



The Superintendent shall appoint a District Review Committee to: Read, view or listen to the material in its entirety; Check general acceptance of the material by reading reviews and consulting recommended lists; Determine the extent to which the material supports the curriculum; Complete the "Checklist for Reconsideration of Library Media," judging the material for its strength and value as a whole and not in part; and Forward, within fifteen (15) working days, a written recommendation to the Superintendent.



The Director of Teaching and Learning will inform the complainant and the school's media specialist of the committee's decision to retain or withdraw the challenged material as recommended by the Review Committee.



If the complainant or the media specialist is dissatisfied with the District Review Committee's decision, a written appeal may be filed with the Superintendent. Failure of the complainant to file a written appeal within 30 days of the District Review Committee's decision will result in a conclusion of the reconsideration process and the decision of the District Review Committee shall be final.



The Superintendent shall, within 30 days of receipt of the appeal, send the complainant and the school media specialist a written decision. An appeal to the School Board of the Superintendent's decision must be filed within 10 days after the Superintendent's decision. The School Board shall consider the decision of the District Review Committee and the Superintendent and any other appropriate documentation. The decision of the School Board regarding appropriateness of a particular Library Media material item will be considered final. **Library materials in question, can only be removed from circulation and/or used in the school district through the procedures of this policy.**

# School Level Review Committee

Administrator(s)

Media Center  
Specialist

Teachers

Parents

# District Level Review Committee

**Public Library Representative:**

**Community Representative:**

**Parent Representative:**

**School Principal:**

**Instructional (2 Media & 1 Classroom Instructor):**

**2 District Level Administrators:**