

<b>Administrative Directive Title:</b> <b>Processing Complaints Regarding Library Materials</b>	<b>AD Number:</b> <b>4.403.1</b>	<b>Adopted:</b> July 2019 <b>Former Descriptor:</b> STU40
<b>Policy References:</b> <a href="#">Board Policy 4.403</a> – Library Materials	<b>Revised:</b> 5/22; 11/24	

1 **Receiving a Complaint**

2 If a complaint is made by an employee, student, or parent/guardian regarding library materials  
 3 pursuant to Board Policy 4.403, the individual receiving the complaint shall:

- 4 1. Inform the complainant of Board Policy 4.403: Provide a copy of Board Policy 4.403 to  
 5 the complainant and clarify the review process.
- 6 2. Request Submission of a Formal Request: Ask the complainant to complete and submit a  
 7 *Request for Reconsideration of Library Materials* form to initiate the formal review  
 8 process.
- 9 3. Notify Appropriate Personnel: Inform the school principal and any other relevant personnel  
 10 about the complaint.
- 11 4. Maintain Availability of Challenged Materials: Ensure that the materials in question remain  
 12 available for use throughout the reconsideration process, unless a temporary restriction is  
 13 approved by the Director of Schools.

14 **Reviewing the Complaint**

15 Upon receipt of the completed *Request for Reconsideration of Library Materials* form, the school  
 16 principal will notify the Director of Schools of the complaint and its details and appoint a review  
 17 committee. The committee should include certified library media personnel, classroom teachers,  
 18 and at least one parent/guardian representative. The principal may also include members of the  
 19 district instructional staff in the ad hoc committee. The library media specialist or classroom  
 20 teacher participating in the review process may be staff members at another school within the  
 21 district.

22 **Review Committee Process**

23 Pursuant to Board Policy 4.403, the assigned review committee shall meet within 30 days of receipt  
 24 of the complaint and review the material in accordance with the following:

- 25 1. Examine the Material in its Entirety: Each committee member shall read, view, or listen to  
 26 the contested material in full to understand its context and content.
- 27 2. Consult Recognized Reviews: Members shall research and evaluate general acceptance of  
 28 the material by consulting recognized reviews or critical analyses.
- 29 3. Assess Suitability and Educational Mission: Members shall evaluate whether the material  
 30 is appropriate for the age and maturity levels of students and consistent with the educational  
 31 mission of the school.
- 32 4. Complete the *Checklist for Reconsideration of Library Materials*

33 Following review, the committee will provide the *Checklist for Reconsideration of Library*  
 34 *Materials* to the principal. The principal shall review the committee’s findings, formulate a  
 35 recommendation, and submit it to the Director of Schools.

36 The Director shall then prepare and submit the recommendation to the Board of Education for  
37 consideration pursuant to Board Policy 4.403 at the next regularly scheduled Board meeting.

38 **Removal of Library Materials**

39 If the Board determines that the material is not appropriate for the age and maturity levels of  
40 students or is inconsistent with the educational mission of the school, the material shall be removed  
41 from the library collection. Records of the review and decision shall be maintained by the Director  
42 of Schools for future reference. The final decision shall be communicated in writing to the  
43 complainant by the Director of Schools.



# Request for Reconsideration of Library Materials

*This form is used to request a formal review of library materials under Board Policy 4.403. Please complete and submit it to the school principal for consideration.*

Date Submitted: \_\_\_\_\_

## REQUESTOR INFORMATION:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Relationship to School:  Employee  Parent/Guardian  Student  Other: \_\_\_\_\_

## MATERIAL INFORMATION:

Title of Material: \_\_\_\_\_

Author/Creator: \_\_\_\_\_ Type of Material: \_\_\_\_\_  
(e.g., book, video, digital resource, etc.)

## DETAILS OF THE REQUEST TO RECONSIDER:

What brought this material to your attention? \_\_\_\_\_

Have you reviewed the material in its entirety?  Yes  No

If no, which sections or aspects of the material have you reviewed?

\_\_\_\_\_  
\_\_\_\_\_

What specific concerns do you have about this material?  
(Please be as specific as possible, including page numbers or other identifiers.)

\_\_\_\_\_  
\_\_\_\_\_

What do you believe might be the impact of this material on students?

\_\_\_\_\_  
\_\_\_\_\_

## ACTION REQUESTED:

What action are you requesting regarding this material?

\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### *For Administrative Use Only:*

Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_



# Checklist for Reconsideration of Library Materials

This checklist is designed to guide committee members through the systematic and thorough evaluation of materials requested for reconsideration under Board Policy 4.403. The checklist should be completed following the committee meeting and returned to the school principal.

## MATERIAL INFORMATION:

Title of Material: \_\_\_\_\_

Author/Creator: \_\_\_\_\_ Type of Material: \_\_\_\_\_  
(e.g., book, video, digital resource, etc.)

1. Did each committee member read, view or listen to the contested material in its entirety?

Yes  No

If no, please explain further: \_\_\_\_\_

2. Did the committee review recognized or evaluative reviews of the contested material?

Yes (if yes, please provide references below)  No

\_\_\_\_\_

3. Is the material appropriate for the age and maturity levels of the students who have access to the materials?  Yes  No  Undecided

Please provide a brief explanation as to the committee's deliberations:

\_\_\_\_\_

4. Is the material suitable for, and consistent with, the educational mission of the school?

Yes  No  Undecided

Please provide a brief explanation as to the committee's deliberations:

\_\_\_\_\_

## Additional Comments:

\_\_\_\_\_

**Committee Recommendation:**  Retain the material in regular circulation  Remove material

## Individual Committee Member Recommendations:

School Media Specialist	<input type="checkbox"/> Retain	<input type="checkbox"/> Remove
Classroom Teacher	<input type="checkbox"/> Retain	<input type="checkbox"/> Remove
Parent/Guardian	<input type="checkbox"/> Retain	<input type="checkbox"/> Remove
Other member:	<input type="checkbox"/> Retain	<input type="checkbox"/> Remove
Other member:	<input type="checkbox"/> Retain	<input type="checkbox"/> Remove