

# Reconsideration of Library Materials Policy

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Granite School District has established the following procedure to address challenges to library materials.

## School Procedure

Each school should establish a School Library Collection Evaluation Committee to address requests for reconsideration of library materials. Members of the School Library Collection Evaluation Committee should include:

- School library media specialist
- Member of the school administration
- Faculty member (preferably a member of the English department)
- PTA representative
- Member of the community

To initiate the reconsideration process, a patron must complete and submit a *Request for Reconsideration of Library Materials* form to the school. Upon the school's receipt of a completed *Request for Reconsideration*, members of the School Library Collection Evaluation Committee should review the complaint and evaluate the material in question. The district media specialist should also be informed of the challenge and receive a copy of the *Request for Reconsideration*. As part of the review process, each committee member will complete an *Evaluation of Materials* form, giving particular consideration to the concerns that were expressed by the patron. As soon as possible, the written decision of the School Library Collection Evaluation Committee should be given to the person(s) submitting the request for reconsideration.

## District Procedure

If the school committee's decision does not satisfy the person(s) requesting reconsideration of materials, the school principal should direct them to the District Library Media Selection Committee, who will then review the challenged material and make a final decision.

Members of the District Library Media Selection Committee:

- Director of Library Media/Instructional Technology Department
- District Media Specialists
- Member of the District Novels Committee

A written decision from this committee will be provided to the patron and school principal so that appropriate action may be taken.

# REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

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**MEDIUM** (Book, video, etc.) \_\_\_\_\_

**TITLE** \_\_\_\_\_

**AUTHOR** \_\_\_\_\_

Publisher \_\_\_\_\_

Copyright Date \_\_\_\_\_ Call Number \_\_\_\_\_ Hardcover \_\_\_\_ Paperback \_\_\_\_

**NAME OF SCHOOL BUILDING WITH THE TITLE IN THE SCHOOL LIBRARY MEDIA COLLECTION**

\_\_\_\_\_

**REVIEW REQUEST INITIATED BY:**

Name (print) \_\_\_\_\_ Signature \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_ Ext. \_\_\_\_\_

**COMPLAINANT REPRESENTS**

Himself / Herself Yes \_\_\_\_\_ No \_\_\_\_\_ Other individual or group Yes \_\_\_\_\_ No \_\_\_\_\_

If representing others, give name of person(s), address(es) and phone number(s):

**EVALUATION** (attach extra pages as needed)

1. I have read or viewed the entire book, video, etc. Yes \_\_\_\_\_ No \_\_\_\_\_

2. Summary of the book in your own words:

3. To what in the book do you object? Please be specific and cite page numbers.

4. What do you feel might be the result of reading this book? Please be specific and cite page numbers.

5. What do you like or find positive about this book? Please be specific.

6. Is there any age or group that should be allowed access to this book? If yes, who or what group? Please be specific and explain your reasoning.

7. Is there any age or group that should not be allowed access to this book? If so, who or what group? Please be specific and explain your reasoning.

8. Have you read any reviews of the material? If so, please list source and date of the review.

9. Are you aware of the literary critics' judgment of this book and the author's reputation? Write what you know of these literary opinions.

10. What would you like the school to do about this book?

11. Can you recommend another title for the school library to purchase that presents an alternative point of view from the title in question? If yes, please list title, author, publisher, copyright.

# Evaluation of Library Materials

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

Title for Reconsideration: \_\_\_\_\_

Evaluator: \_\_\_\_\_

Evaluator's Job Title: \_\_\_\_\_

1. I have read or viewed the entire book, video etc. Yes \_\_\_\_\_ No \_\_\_\_\_
  
2. Did you find the material in question objectionable? Why or Why not?
  
3. Is there any age or group that should be allowed access to this book or video? If yes, who or what group? Please be specific and explain your reasoning.
  
4. Is there any age or group that should not be allowed access to this book or video? If yes, who or what group? Please be specific and explain your reasoning.
  
5. What action should be taken concerning this material?  
  
    \_\_\_\_\_ No action  
    \_\_\_\_\_ Remove from the school media center  
    \_\_\_\_\_ Restrict to specific approved groups  
    \_\_\_\_\_ Other (explain)