

Reconsideration of Library Materials

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 principal or designated member of the school administrative team
- School library media specialist
- Faculty member (preferably a member of the English department)
- School 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 of Library Materials* form members of the School Library Collection Evaluation Committee should review the challenge and evaluate the material in question. The Director of Library/Media Educational Technology Department should also be informed of the challenge and receive a copy of the *Request for Reconsideration of Library Materials* form. As part of the review process, each committee member will review the book or media and 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. If the *Request for Reconsideration of Library Materials* form indicates the need for a districtwide collection item to be reviewed, the District Library Media Selection Committee will review the challenge and evaluate the material in question.

Members of the District Library Media Selection Committee:

- Director of Library Media/Educational Technology Department
- District Media Specialist
- Member of the District Novels Committee
- Member of Region 5 PTA Leadership
- Member of the community

A written decision from this committee will be provided to the patron, school principal, and superintendent (or designee) so that appropriate action may be taken.

Request for Reconsideration of Library Materials

[Electronic version of Request for Reconsideration of Library Materials form can be completed here](#)

MEDIUM: _____ Hardcopy Book _____ Digital Book _____ Hardcopy Media _____ Digital Media

TITLE _____

AUTHOR _____

Publisher _____

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

REVIEW REQUEST INITIATED BY:

Name (print) _____ Signature _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

CHALLENGER REPRESENTS: (circle one)

Self

or

Other individual(s)

If representing others, give the name of person(s), address(es) and phone number(s) at the end of the document.

CHALLENGE EVALUATION (attach extra pages as needed)

1. I have read or viewed the entire book, media, etc. Yes _____ No _____
2. Summary of the book in your own words:

Evaluation of Library Materials

Date: _____

Title for Reconsideration: _____

Evaluator: _____

Evaluator's Job Title: _____

1. I have read or viewed the entire book, media, 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?
 - a. _____ No action
 - b. _____ Remove from the collection
 - c. _____ Restrict to specific approved groups
 - d. _____ Other (explain)

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