

Procedures for Handling Public Complaints About Instructional Library Materials

- Step 1: The complainant shall be advised to submit a written Request for Reconsideration form to the curriculum coordinator or principal.
- Step 2: The curriculum coordinator or principal shall give the complainant a copy of the district's selection of instructional materials policy and procedures.
- Step 3: The curriculum coordinator or principal shall meet with the complainant informally to resolve the complaint.
- Step 4: If the complaint cannot be resolved informally, the district administrator shall appoint a reconsideration committee made up of the following:
- The district administrator
 - The curriculum coordinator
 - The instructional media specialist
 - Two teachers
 - Three community members, two of whom have children attending the school where the challenged material is being used

The district administrator shall excuse any committee member with a conflict of interest regarding the challenged material or complaint and appoint a substitute with the same qualifications.

The district administrator shall appoint a committee chair from the committee's membership. The committee chair shall not be an employee of the district. The curriculum coordinator shall serve as the committee's secretary.

- Step 5: The reconsideration committee shall meet. At the meeting:
- All duplicated materials shall be reviewed so that all committee members are familiar with the materials and the complaint.
 - The challenged material shall be thoroughly reviewed in terms of its literary, societal, and educational contents by a competent reviewer such as the instructional media specialist.
 - A meeting with the complainant shall be scheduled. The meeting shall be held within two weeks of the reconsideration meeting.
- Step 6: The date, time, and place of the meeting with the complainant shall be published in accordance with state law and established procedures. The complainant shall be sent a copy of the meeting's agenda
- Step 7: A meeting with the complainant shall be held. The agenda shall be as follows:
- The meeting shall be called to order by the committee chair.
 - The complainant shall have an opportunity to address the committee. If the complaint is being filed by a group, the group must appoint a spokesperson. The complainant/spokesperson may speak for no more than 15 minutes.
 - The committee shall discuss the complaint.

- d. Others, pro or con, shall have an opportunity to address the committee. Each speaker shall be allowed to speak for no more than three minutes.
- e. The committee shall vote to: (1) retain the material; or, (2) remove the material from the school environment.
- f. The decision shall be recorded and announced by the chair.

Step 8: The district administrator shall report the committee's decision to the complainant within one week. If the complainant is dissatisfied with the committee's decision, the complainant may request that the district administrator place his/her complaint on the agenda of the next regularly scheduled Board of Education meeting.

Step 9: The committee secretary shall turn over all notes and materials to the district administrator for distribution to Board members.

Step 10: The Board shall consider the complaint at its next regularly scheduled meeting. The Board's decision shall be final.

Request for Reconsideration of Instructional/Library Materials Form

Please check type of material:

- | | | |
|---|-------------------------------------|-----------------------------------|
| <input type="checkbox"/> Book/Reference Book | <input type="checkbox"/> Periodical | <input type="checkbox"/> Pamphlet |
| <input type="checkbox"/> Electronic Information/Network | <input type="checkbox"/> Newspaper | <input type="checkbox"/> Textbook |
| <input type="checkbox"/> Other _____ | | |

Title _____

Author _____

Publisher/Producer _____

Request Initiated By: _____

Telephone No. _____ Address _____

City _____

- Complainant Represents: Him/Herself
 Name of Organization _____
 Identity of Other Group _____

1. Is your objection based on the entire contents of the material? _____ YES _____ NO

2. To what do you object?

3. Please specify pages, frames in a video or other visual material, audio sequence, etc.:

4. What do you believe is the theme or purpose of this material?

5. What do you feel might be the result of a student using this material?

6. For what age group would you recommend this material?

7. Are you aware of the judgment of this material by literary critics?

8. Is there anything you consider of value in this material? Please comment.

9. What action would you like to see taken:

Send back to originating department/school for re-evaluation

Substitute alternate material or media

Deny the use of the material or media by my child

Deny use of the material or media by all students

Other _____

10. In its place, would you like to recommend other instructional material of the same subject and format?

Signature of Complainant:

Date: _____

Please return completed form to the Library Media Service Director.