



## Reconsideration of Materials Policy and Results

### Reconsideration of Materials Policy

In all cases, where materials being used in a school are challenged, they should be challenged at the level where the materials are being used, and referred to the Superintendent and Board only if the citizen is not satisfied with the handling at the local level.

When a citizen wishes to question materials or text content, he/she should fill out the Citizens Request Form. This form must be filled out and turned in to the principal of the school where the materials are being challenged. The principal and a committee will review the materials using the appropriate form as applicable.

People to be considered for Review Committees (school or district):

- School media specialists (generally the media specialist chairs this committee)
- Experts in the field up for review (i.e., doctors, policemen, university professors)
- Teachers of the subject area
- Parents or lay citizens with knowledge or interest in the subject
- Students at the appropriate age level

### Material Challenge Process

1. Media Spec. and/or teacher;
  - a. talks courteously with complainant
  - b. supplies Freedom to Read Statement
  - c. gives copy of the school selection policy
  - d. If not satisfied, advises complainant to make appointment with principal
2. Principal
  - a. complainant meets with principal
  - b. talks with complainant and if not resolved
  - c. gives complainant request form for re-evaluation of material
3. If complainant completes the form and returns it to the principal, principal appoints a committee.
4. School Committee
  - a. reads/views/listens to material in its entirety (within 15 days)
  - b. check reviews and general recommended lists
  - c. determines whether or not the material supports the curriculum
  - d. evaluated the material using appropriate reconsideration checklist
  - e. makes their recommendation to the principal
5. Principal
  - a. makes decision then
  - b. notifies Superintendent
  - c. notifies Media Supervisor
  - d. notifies complainant
6. Material is removed from that school only or material is retained in that school
7. If complainant is not satisfied, he/she is directed to the Superintendent
8. Superintendent accepts school committee's decision or appoints a district level review committee
9. District Committee
  - a. reads/views/listens to material in its entirety
  - b. check reviews and general recommended lists
  - c. determines whether or not the material supports the curriculum
  - d. evaluated the material using appropriate reconsideration checklist
  - e. makes their recommendation to the Superintendent
10. Superintendent reviews report and makes recommendation to the School Board
11. School Board acts on Superintendent's recommendation

### Additional Resources

Library Bill of Rights

Access to Resources and Services in the School Library Media Program: An Interpretation of the Library Bill of Rights Statement on Labeling: An Interpretation of the Library Bill of Rights

Evaluating Library Collections: An Interpretation of the Library Bill of Rights Freedom to Read Statement, by the ALA Council



Instructional Media Services  
**Library Advisory Committee Reconsideration Form:  
 Fiction and Other Literary Forms**

Title of Book: \_\_\_\_\_ Author: \_\_\_\_\_

**A. PURPOSE**

1. What is the purpose, theme or message of the material? How well does the author/producer/composer accomplish this purpose? \_\_\_\_\_
2. If the story is fantasy, is it the type that has imaginative appeal and suitable for children?  Yes  No  
 for young adults?  Yes  No  
 If both are marked no, for what age group do you recommend? \_\_\_\_\_
3. Will the reading and/or viewing and/or listening to material result in more compassionate understanding of human beings?  Yes  No.
4. Does it offer an opportunity to better understand and appreciate the aspirations, achievements, and problems of various groups of people?  Yes  No.
5. Are the challenged elements of the story an integral part of the materials?  Yes  No.

**B. CONTENT**

1. Does the material give a realistic picture of life at that time period?  Yes  No.
2. When factual information is part of the story, is it presented accurately?  Yes  No.
3. If there is bias, can it be identified by the intended user?  
 Does this bias detract from the usefulness of the material?  Yes  No.
4. Are concepts presented appropriate to the ability and maturity of the intended users?  Yes  No.
5. Do characters speak in a language true to the period and section of the country in which they live?  Yes  No.
6. Does the material offend in some special way the sensibilities of any group?  Yes  No.
7. Is there preoccupation with sex, violence, cruelty, brutality, and aberrant behavior that would make this material inappropriate  
 for children?  Yes  No.  
 for young adults?  Yes  No.
8. If there is use of offensive language, is it appropriate to the purpose of the text  
 for children?  Yes  No.  
 for young adults?  Yes  No.
9. Is the material free from derisive names and epithets that would be offensive?  Yes  No.
10. Is the material well written or produced?  Yes  No.
11. Does the material give a broader understanding of human behavior without stressing differences of class, race, color, sex, education, religion or philosophy in an adverse way?  Yes  No.
12. Does the material make a significant contribution to the history of literature or ideas?  Yes  No.
13. Are the illustrations appropriate and in good taste?  Yes  No.
14. Are the illustrations realistic in relation to the story?  Yes  No.

**C. REVIEWS**

1. Source of review: \_\_\_\_\_  
 Favorable review  Unfavorable review
2. Does this title appear in one or more reputable selection aids?  Yes  No.  
 If answer is yes, please list titles of selection aids:  
 \_\_\_\_\_  
 \_\_\_\_\_

Additional Comments: \_\_\_\_\_

Recommendation by School Media Advisory Committee for treatment of challenged materials: \_\_\_\_\_

Signatures of Media Advisory Review Committee: \_\_\_\_\_

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



Library Advisory Committee Reconsideration Form:
Materials Other than Fiction

Title: \_\_\_\_\_ Author/Producer: \_\_\_\_\_

A. PURPOSE

- 1. What is the overall purpose of the material? \_\_\_\_\_
2. Is the purpose accomplished? [ ] Yes [ ] No.

B. AUTHENTICITY

- 1. Is the author competent and qualified in the field? [ ] Yes [ ] No.
2. What is the reputation and significance of the author and publisher/producer in the field?
3. Is the material up-to-date? [ ] Yes [ ] No.
4. Are information sources well documented? [ ] Yes [ ] No.
5. Are translations and retellings faithful to the original? [ ] Yes [ ] No.

C. APPROPRIATENESS

- 1. Does the material promote the educational goals and objectives of the curriculum
of county schools? [ ] Yes [ ] No.
of the local school? [ ] Yes [ ] No.
2. Is it appropriate to the level of instruction intended? [ ] Yes [ ] No.
3. Are the illustrations appropriate to the subject and age levels? ( ) Yes ( ) No.

D. CONTENT

- 1. Is the content of this material well presented by providing adequate scope, range,
depth and continuity? [ ] Yes [ ] No.
2. Does this material present information not otherwise available? [ ] Yes [ ] No.
3. Does this material give a new dimension or direction to its subject? [ ] Yes [ ] No.

E. REVIEWS

- 1. Source of review: \_\_\_\_\_
Favorably reviewed [ ] Unfavorably reviewed [ ]
2. Does this title appear in one or more reputable selection aids? [ ] Yes [ ] No.
If answer is yes, please list titles of selection aids.
\_\_\_\_\_
\_\_\_\_\_

Additional Comments: \_\_\_\_\_

Recommendation by School Media Advisory Committee for treatment of challenged materials: \_\_\_\_\_

Signatures of Media Advisory Review Committee:

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

Three horizontal lines for signatures and dates.