

Reconsideration of Materials

A specific item that has already been considered and added to the collection may be questioned by a parent or individual involved in the school community. The following policies and procedures are applicable in the reconsideration of all media center materials.

Statement on Intellectual Freedom:

The school media center subscribes in principle to the statements of policy on library philosophy as expressed in the American Library Association Library Bill of Rights, a copy of which is appended to and made a part of this policy. In the event materials are questioned, the principles of intellectual freedom should be defended, not a specific item.

Steps for Reconsideration:

1. The individual making the request to reconsider an item should first speak directly with the librarian.
2. A written report of the discussion will be submitted to the principal, with subsequent reports detailing further action.
3. The librarian should confirm that the criticism of the work is made judging the work as a whole rather than any part taken out of context.
4. No selected material whose appropriateness is challenged shall be removed from the media center pending a final decision of a review committee.
5. If the individual wishes to pursue the matter, he/she must complete the form on the following page and return it to the librarian within two weeks, of the initial complaint. If the formal request is not received within two weeks the reconsideration shall be closed.
6. A committee comprised of the principal, parish priest, the librarian, two teachers, a representative of the school advisory board, and two parents will be formed. The librarian will provide to the committee any professional sources that review the specific material.
7. This committee will take the matter into consideration after having read or viewed the challenged material in its entirety.
8. A recommendation will be made by the committee as to whether the challenged material will be kept in the collection, removed from the collection or kept in the collection with restrictions.
9. The final authority rests with the principal and the parish priest.
10. A written summary of the decision will be provided to the complainant within thirty days of receipt of the formal complaint.

Request for Reconsideration of Materials

Name: _____

Address: _____

Telephone: _____ Date: _____

Type of Material:

_____ Book

Author _____

Title _____

Publisher _____

Copyright Date _____

_____ Audiovisual

Type _____

Title _____

Producer _____

Copyright Date _____

_____ Other

Specify _____

Please answer all the following questions:

1. How was this material brought to your attention? Have you read, seen or heard this material in its entirety?
2. What do you object to in this material? Be specific. Cite pages, paragraphs, scenes.
3. Why do you object to this material?
4. For what age group do you think this material would be appropriate?
5. What, in your opinion, is the main idea of this material?
6. Have you discussed the material in question with the library media specialist?
7. What action would you like the school to take in this matter?
8. Do you have any recommendations of materials to replace this item if it were removed from the library media center?