The following procedures are established for all instructional materials placed in question by an individual, group, or organization. These procedures must be followed in the order presented below.

1. Every effort shall be made to resolve misunderstandings with the person(s) primarily responsible for utilization of the materials. If these efforts fail and a request is made for the withdrawal of instructional material from the school, the REQUEST FOR CONSIDERATION FORM, together with a copy of these PROCEDURES, shall be furnished to him/her by the principal of the local school with a verbal explanation of the procedure for registering a request for reconsideration of instructional material.

2. The Request for Consideration of Instructional Materials Form shall be completed by the person making the request and submitted to the school principal by the stated deadline: _______________________.
   (Upon receipt of the completed form the local school principal will notify the superintendent of the complaint verifying the procedure has been followed.)

3. Upon receipt of the request form, the principal of the local school shall call a meeting of the Library Media Advisory Board (LMAB) since this committee is made up of stakeholders as governed by site-based decision making guidelines, or shall appoint a review committee of his/her choice that consists of school stakeholders.

4. The LMAB or review committee shall evaluate the material with the specific objections in mind as they relate to the educational program by using the checklist for fiction or nonfiction works. The committee may also request the individual initiating the challenge, and person(s) primarily responsible for the utilization of the material, to appear before the committee to provide additional information relative to the challenge.

5. The principal of the local school may request other professionally qualified resource persons to serve with the committee.

6. The chairperson of the LMAB or review committee shall submit the final recommendation of the committee to the principal. The principal will inform the complainant and superintendent within 45 days after receipt of the decision regarding the challenged material.

7. Due process allows the complainant the opportunity to review the local school recommendation and appeal the decision to the district level in a written complaint within 10 days of receiving the LMAB or review committee’s decision.

8. If the superintendent receives a written complaint regarding an appeal of the local school’s decision, then the superintendent convenes a district level committee to review the complaint along with the local school’s findings to accept, modify, or reject the local school’s recommendation.

9. The recommendation of the district level committee is final.

Approved: October 17, 2007
Request for Reconsideration Complainant Form

Instructional Materials

The following questions are to be answered after the complainant has read/viewed the school instructional material in its entirety. If sufficient space is not provided, attach additional sheets. Return this form to the school principal by the stated deadline.

(Person initiating request)

______________________________  ______________________________
Name                                          School

______________________________  ______________________________  ______________________________
Mailing address                                          City  State  Zip code  Phone number

Do you represent?
☒ Yourself

☒ An organization:  ______________________________
   Name

☒ A Group:  ______________________________
   Name

Author:  ______________________________

Title:  ______________________________

Publisher:  ______________________________

Publication Date:  ______________________________  Type of Work:  ☒ Fiction  ☒ Nonfiction

(check one)

☒ Textbook  ☒ Audiovisual  ☒ Periodical  ☒ Library or Classroom Book

☒ Website  ☒ Computer software  ☒ Other:  ______________________________

1. Have you read/viewed/listened to the entire work?  ☒ Yes  ☒ No

2. What do you believe is the theme or purpose of the work?  ______________________________
   ______________________________
   ______________________________
   ______________________________

3. To what do you object? (Be specific, cite pages or video clips.)  ______________________________
   ______________________________
   ______________________________
   ______________________________
4. Why do you object to the use of this material? 

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

6. Are you aware of the instructor’s purpose in using this work?  □ Yes  □ No

7. Did you discuss your objection to the work with your child’s teacher/librarian?  □ Yes  □ No

8. What prompted you to object to this work? 

9. Have you read a scholarly review of this work?  □ Yes  □ No
   If so, what was the source of the review? 
   ____________________________________________________________
   Was it reviewed favorably or unfavorably? 
   ____________________________________________________________

10. What would you like your school (teacher/library) to do about this work?
   a. □ Do not assign/lend it to my child.
   b. □ Place it on restricted use.
   c. □ Other—specify: __________________________________________

_________________________  __________________________
Signature                        Date

FOR SCHOOL/DISTRICT USE

Date Received: _____________________  Rec. by whom: _____________________
LIBRARY MEDIA ADVISORY BOARD REVIEW COMMITTEE
Checklist for Reconsideration of Instructional Materials
Fiction & Other Literary Forms

Title: ____________________________

Author: ____________________________

Format: ____________________________

Purpose
1. What is the overall purpose, theme, or message of the material?

2. Is the purpose accomplished? ☐ Yes ☐ No

3. If the story is fantasy, is it the type that has imaginative appeal? ☐ Yes ☐ No ☐ NA
   a. Suitable for: children: ☐ Yes ☐ No young adults: ☐ Yes ☐ No
   b. If both are marked no, for what age group would you recommend?

4. Will reading, viewing and/or listening to the material result in a greater understanding of human beings?
   ☐ Yes ☐ No ☐ NA

5. Does it offer an opportunity to better understand and appreciate the aspirations, achievements, and problems of various minority groups? ☐ Yes ☐ No ☐ NA

6. Are any questionable elements of the story an integral part of a worthwhile theme or message?
   ☐ Yes ☐ No ☐ NA

Content
1. Does the material give a realistic picture of life as it is now? ☐ Yes ☐ No ☐ NA

2. Does the story avoid an oversimplified view of life? ☐ Yes ☐ No ☐ NA

3. When factual information is a part of the story, is it presented accurately? ☐ Yes ☐ No ☐ NA

4. Are concepts presented appropriate to the ability and maturity of the potential reader/viewer/listener?
   ☐ Yes ☐ No ☐ NA

5. Do characters speak in a language true to the period and section of the country in which they live?
   ☐ Yes ☐ No ☐ NA

6. Does the material offend in some special way the sensibilities of women or a minority group by the way it presents either the chief character or any of the minor characters? ☐ Yes ☐ No ☐ NA

7. Are there excessive instances of sex, violence, cruelty, brutality, and/or aberrant behavior that would make this material inappropriate? ☐ Yes ☐ No ☐ NA
   a. Suitable for: children: ☐ Yes ☐ No young adults: ☐ Yes ☐ No

8. Is the language appropriate to the purpose of the material? ☐ Yes ☐ No ☐ NA

9. Does the material give a broader understanding of human behavior without stressing differences of class, race, color, sex, education, religion, or philosophy in any way? ☐ Yes ☐ No ☐ NA

10. Does the material make a significant contribution to the history of literature or ideas?
    ☐ Yes ☐ No ☐ NA

11. Are the illustrations realistic in relation to the story? ☐ Yes ☐ No ☐ NA

12. Are the illustrations appropriate and in good taste? ☐ Yes ☐ No ☐ NA

13. Does this material extend or enhance the subject matter being taught? ☐ Yes ☐ No
14. Does this material provide an opportunity for diverse learners to obtain information in a varied format? □ Yes □ No
15. Is the material well written or produced? □ Yes □ No □ No

Reviews
1. Review sources:

________________________________________________________________________
Favorably reviewed? □
Unfavorably reviewed? □

________________________________________________________________________
Favorably reviewed? □
Unfavorably reviewed? □

________________________________________________________________________
Favorably reviewed? □
Unfavorably reviewed? □

________________________________________________________________________
Favorably reviewed? □
Unfavorably reviewed? □

________________________________________________________________________
Favorably reviewed? □
Unfavorably reviewed? □

2. Does this title appear on award lists? □ Yes □ No
   If so, which lists? ________________________________________________________

Additional comments
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Recommendation by Review Committee:
□ Retain without restriction
□ Retain with restriction: __________________________________________________
□ Do not retain

Date: ____________________________

Signatures of Review Committee Members
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
Title:  

Author:  

Format:  

**Purpose**  
7. What is the overall purpose, theme, or message of the material?  

8. Is the purpose accomplished? ☐ Yes ☐ No  

**Authenticity/Accuracy**  
1. Is the authority 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 current? ☐ Yes ☐ No  
4. Are information sources well documented? ☐ Yes ☐ No  
5. Are translations and retellings faithful to the original? ☐ Yes ☐ No  

** Appropriateness**  
1. Does the material promote the educational goals and objectives of the curriculum? ☐ Yes ☐ No ☐ NA  
2. Are the illustrations appropriate to the subject and age levels? ☐ Yes ☐ No ☐ NA  
3. Is it appropriate to the level of instruction intended? ☐ Yes ☐ No ☐ NA  

**Content**  
16. Is the content of this material well presented by providing adequate scope, range, depth, and continuity? ☐ Yes ☐ No  
17. Does this material present information not otherwise available? ☐ Yes ☐ No  
18. Does this material give a new dimension or direction to its subject? ☐ Yes ☐ No  
19. Does this material extend or enhance the subject matter? ☐ Yes ☐ No  
20. Does this material provide an opportunity for diverse learners to obtain information in a varied format? ☐ Yes ☐ No  
21. Is the material well written or produced? ☐ Yes ☐ No
Reviews

3. Review sources:

    __________________________________________________________________________
    Favorably reviewed? ☐
    Unfavorably reviewed? ☐

    __________________________________________________________________________
    Favorably reviewed? ☐
    Unfavorably reviewed? ☐

    __________________________________________________________________________
    Favorably reviewed? ☐
    Unfavorably reviewed? ☐

    __________________________________________________________________________
    Favorably reviewed? ☐
    Unfavorably reviewed? ☐

4. Does this title appear on award lists? ☐ Yes ☐ No
   If so, which lists?
   __________________________________________________________________________

Additional comments

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Recommendation by Review Committee:
☐ Retain without restriction
☐ Retain with restriction: ______________________________________________________________________
☐ Do not retain

Date: ________________________________

Signatures of Review Committee Members

______________________________________________________________________________  ______________________________________________________________________
______________________________________________________________________________  ______________________________________________________________________
______________________________________________________________________________  ______________________________________________________________________
______________________________________________________________________________  ______________________________________________________________________
______________________________________________________________________________  ______________________________________________________________________