
CRITERIA FOR CONSIDERATION OF LIBRARY MATERIALS

District prides itself on maintaining a library that contains materials of sound literary quality and authority. District does not promote censorship and will challenge efforts at censorship in order to maintain District's responsibility to provide information which is educational and enlightening for its students. Teachers and librarians may select library materials which provide various points of view on controversial subjects and which are intended to meet the needs and interests of the students. Criteria which is considered in the selection of materials may include, but is not limited to:

- Accuracy of the information portrayed in the materials;
- Appeal of the content to the age group;
- Appropriateness of the content considering developmental stages of students;
- Objectivity and integrity of the material;
- Present and potential relevance and support of curriculum;
- Quality and variety of physical format;
- Appropriateness and quality of illustrations, if applicable;
- Respect for and understanding of the history of the United States;
- Suitability of subject, style and reading level for the age group;
- Value corresponds with cost and/or need;
- Contributes to the objective of providing varying points of view.

Requests for Re-evaluation or Removal of Specified Materials: District will make every effort to provide library materials that will be appropriate for the community's values and the students' abilities and maturity levels. However, there will be times when questions or challenges will arise from parents or District patrons regarding books or other library materials. In the event that there is a disagreement with or concern over the content of library materials, the following procedures shall be followed:

- The parent(s) or District patron(s) ("Complainant") who disagree with or have concerns regarding the content of certain library materials shall complete form EL-R-F and submit the form to the building administrator. The building administrator will arrange a meeting between the Complainant and the Building Level Review Committee within five (5) days of receipt of the form, in order to try and resolve the issue. The Building Level Review Committee will be composed of the building administrator, a librarian, and three other faculty members.
- Within ten (10) days of its assembly, the Building Level Review Committee will schedule a meeting with the Complainant. During the meeting, the Building Level Review Committee shall solicit any information or ask any questions it deems appropriate such that it can make an informed decision. The Complainant will have five (5) minutes in front of the Building Level Review Committee to present his or her challenge to the material at hand. A representative from the Library Department will have five (5) minutes to present rationale to the building Level Review Committee for the material being included in the library collection. Once the Building Level Review Committee has heard the arguments on both sides and obtained answers to its question, the Committee will deliberate and communicate the

decision in writing to the Complainant within five (5) days of the meeting.

- If a concern is settled at this level, the matter will be considered closed. However, if the Complainant is not satisfied with the Building Level Review Committee's decision, an appeal may be filed with the Superintendent who will form a District Level Review Committee upon receipt of the appeal. The District Level Review Committee shall be appointed by the Superintendent and will consist of two administrators who were not involved at the Building Level Review, a curriculum specialist, and two teachers knowledgeable in the field in question.
- The District Level Review Committee will schedule a meeting with the Complainant within ten (10) days of its formation. The Complainant shall be invited to appear before the District Review Committee to provide further explanation of his or her objection to the materials. Both the Complainant and the representative from the Library Department shall be granted five (5) minutes to present their arguments before the District Level Review Committee.
- The Committee shall consider the attitudes of other teachers towards the materials, the opinions of other competent authorities, reviews by the American Library Association and/or any other reputable reviewers, as well as the information provided by the Complainant and the representative from the Library Department.
- Written documentation may be provided; however no new evidence may be introduced at this level unless it is requested by the District level Review Committee. The members of the Committee may ask questions and/or request more information if they feel it is necessary to make an informed decision.
- A written report of its findings will be issued by the District Level Review Committee within five (5) days of the meeting. The written report will be provided to the Superintendent as well as the Complainant. The decision of the District Level Review Committee will be final.

Gift Books and Materials: Gift books and materials are accepted with the understanding that they must meet the same selection criteria as materials purchased with board of education funds. The practice of a donor's purchasing new books or materials as library resource center gifts is discouraged. It is preferable that donors make monetary gifts for the purchase of books and materials because the school receives a discount and can purchase more books for the same amount of money.

Gift books and other materials, once accepted by District, become the property of District.

Discarding Materials: Worn or missing standard items will be replaced periodically. Out-of-date or no longer useful media are withdrawn from the collection.

Adopted:

Revised: