

## Procedures for Handling Complaints About Library Materials

It is recognized that differences of opinion may exist about certain library materials. In the event of a complaint about any library material, the following procedure should be followed when the selection has not been subject to previous review:

1. The complainant and the library media specialist and/or the principal will try to resolve the matter informally.
2. If the complaint cannot be resolved informally, the complainant will be given a copy of this Regulation and the District's "Statement of Concern" form. (See Appendix A)
3. If the formal request for reconsideration has not been received by the principal within two (2) weeks, the issue will be considered closed. If the principal does not receive the formal request for reconsideration within two (2) weeks, the issue will be considered closed.
4. If the request is returned, it will be forwarded to the Superintendent who will appoint a district committee to consider the complaint. The committee will consist of a principal, the Assistant Superintendent for Curriculum and Instruction, a teacher, a PTSA representative, a librarian, and a citizen from the community. The committee will be selected within ten (10) working days of the receipt of the complaint.
5. Access to challenged material shall not be restricted during the reconsideration process.
6. The committee will meet to discuss the material and follow the guidelines set forth in Instructions to Evaluation Committee (See Appendix B) and will prepare a written report on the materials containing recommendations on disposition of the matter within four (4) weeks.
7. Within four (4) weeks after receiving the committee's recommendations, the Superintendent will make a decision and inform the person(s) filing the complaint and the committee of her/his decision.
8. If the complainant is still not satisfied, he/she may ask the Superintendent to present an appeal to the Board of Education, which shall make a final determination on the issue.