

*Request for Reconsideration of Library Materials*

Objections to the placement and circulation of a book or books or other material in the Library shall be made in writing utilizing the “Request for Reconsideration of Library Materials” form, and directed to the Library Director who shall forward the objection to the Superintendent of Schools. The Superintendent shall establish a review committee comprised of the Library Director, librarians, and others deemed appropriate by the Superintendent. The committee will review the objection and submit the “Materials Reconsideration Committee Evaluation Report”, with recommendation to the Superintendent within two (2) weeks of receipt, based upon the following:

- The American Library Association’s Freedom to Read statement
- The American Library Association’s Free Access to Libraries for Minors document
- The American Library Association’s Freedom to View statement, and
- Other guidelines as appropriate. (The above noted American Library Association statements may be found in Appendix A. Forms may be found in Appendix B.)

During the review process, the material under reconsideration shall remain on the shelves and available for circulation.

The committee, in making its review, should be guided by the following:

- Authors’ works, once shelved, will be received by their reading audience as published and will not be abridged based upon personal partisan or political views, or personal tastes and morals.
- The right to receive ideas must not be unduly suppressed.

Upon receipt of the committee’s report, the Superintendent shall, within five (5) calendar days, issue his/ her decision, in writing, regarding the disposition of the objection. The Superintendent shall apply the criteria of this Policy to his/her decision making.

If the objecting party wishes to appeal the Superintendent’s determination, she/he may do so, in writing, to the Board of Education within two (2) weeks of the receipt of the Superintendent’s determination. The Board shall rule upon the appeal, in writing, within twenty (20) days of the receipt of the same, by applying the criteria of this Policy.