

Request for Reconsideration Procedures

Instructional Materials

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.

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 character? 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? <input type="checkbox"/>
	Unfavorably reviewed? <input type="checkbox"/>
_____	Favorably reviewed? <input type="checkbox"/>
	Unfavorably reviewed? <input type="checkbox"/>
_____	Favorably reviewed? <input type="checkbox"/>
	Unfavorably reviewed? <input type="checkbox"/>
_____	Favorably reviewed? <input type="checkbox"/>
	Unfavorably reviewed? <input type="checkbox"/>

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

_____	_____
_____	_____
_____	_____
_____	_____

LIBRARY MEDIA ADVISORY BOARD REVIEW COMMITTEE
Checklist for Reconsideration of Instructional Materials
Nonfiction

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 NA

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? <input type="checkbox"/>
	Unfavorably reviewed? <input type="checkbox"/>
_____	Favorably reviewed? <input type="checkbox"/>
	Unfavorably reviewed? <input type="checkbox"/>
_____	Favorably reviewed? <input type="checkbox"/>
	Unfavorably reviewed? <input type="checkbox"/>
_____	Favorably reviewed? <input type="checkbox"/>
	Unfavorably reviewed? <input type="checkbox"/>

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

_____	_____
_____	_____
_____	_____
_____	_____