

## **INQUIRY, DECISION, AND RECONSIDERATION OF LIBRARY MEDIA MATERIALS**

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**FILE: IJNC-R1**

### **I. Inquiry Process and Decision**

- A. A person will complete a written inquiry and submit it to the principal of the school.
- B. The principal will meet with the person about the concern.
- C. The principal, the school media specialist, and coordinator of library media services will review the inquiry and render a decision.
- D. The principal will share the decision with the person making the inquiry.

### **II. Reconsideration**

- A. If the person making the inquiry disagrees with the decision; such person may obtain and complete the Reconsideration of Library Media Materials form from the school media specialist.
- B. The completed form must be submitted to the principal.
- C. The principal will share the written Request for Reconsideration of Library Media Materials form with the coordinator of library media services, the library media specialist and the appropriate content supervisor as determined by the superintendent or his designee.
- D. Upon receipt of the Request for Reconsideration of Library Media Materials form, the committee will render a written decision within 15 school days.
- E. The committee comprised of the school principal, school library media specialist, the coordinator of library media services, the content supervisor and a teacher will do the following:
  - 1. read and examine the material being challenged.
  - 2. check written reviews of the materials.
  - 3. consider strengths, weaknesses, and overall educational value of the material in light of the School Library Bill of Rights, and intellectual freedom. Any opinions as to the propriety of the materials shall be based on the material as a whole, and not on passages pulled out of context.
  - 4. prepare a report which will include an evaluation of the material, a decision on its merit, and a recommendation of appropriate action.
- F. The coordinator of library media services shall inform the superintendent or his designee about the complaint and the decision rendered by the committee.
- G. The person requesting the reconsideration be notified in writing within thirty school days of the receipt of the Request for Reconsideration of Library Media Materials form.
- H. The coordinator of library media services will maintain a copy of all documentation related to the Request for Reconsideration of Library Media Materials.

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**FILE: IJNC-R2**

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### **III. Appeal of the Written Decision**

- A. Should the decision of the school-level committee not be acceptable to the complainant, the decision may be appealed, in writing, to the superintendent. The following information will be considered:
  - 1. the completed Allegany County Public Schools Reconsideration of Library Media Materials Form.
  - 2. the report containing information outlined in section II. E of this policy.
  - 3. information obtained from the complainant during a meeting held at the superintendent's discretion.
- B. Should the decision of the superintendent not be acceptable to the complainant, the decision may be appealed, in writing, to the Board of Education. This serves as the final level of appeal. The following information will be considered:
  - 1. the completed Allegany County Public Schools Reconsideration of Library Media Materials Form.
  - 2. the report containing information outlined in section II. E. of this policy.
  - 3. information obtained from the complainant during a meeting held at the superintendent's discretion.
  - 4. the decision rendered by the superintendent.

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**FILE: IJNC-R3**

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**IV. Reconsideration Form**

**ALLEGANY COUNTY PUBLIC SCHOOLS  
RECONSIDERATION OF LIBRARY MEDIA MATERIALS FORM**

Format: \_\_\_\_\_

Author: \_\_\_\_\_

Title: \_\_\_\_\_

Publisher (if known): \_\_\_\_\_

Request initiated by: \_\_\_\_\_ Telephone: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Curriculum area and grade level of item: \_\_\_\_\_

Complainant represents:      Please circle:      Self      Organization

Name of Organization: \_\_\_\_\_

1. To what in the material do you object? (Please be specific; cite examples)
  
  
  
  
  
2. What do you feel might be the result of using this material?
  
  
  
  
  
3. For what age group would you recommend this material?
  
  
  
  
  
4. Do you feel there is any value in this material? (Explain your decision with specific examples.)
  
  
  
  
  
5. Did you examine the entire material?
  
  
  
  
  
6. Have you had an opportunity to discuss the proposed use of this material with a school staff member?

\_\_\_\_\_  
(Signature of Complainant)

\_\_\_\_\_  
(Date)

Please send this request to the school principal.  
You will receive a response from the school Library Committee within 15 school days.