

DCS Procedure for Challenged Materials

The following procedures should be followed when a citizen challenges the appropriateness of an item in the library media collection:

- 1. When a complaint is received which specifically relates to any materials in the library media center, an informal discussion is held to determine the nature of the complaint.**
- 2. When necessary, a form, Request for Reconsideration of Materials, is provided to the complainant to complete and return to the building principal.**
- 3. The Request for Reconsideration will be forwarded to an ad hoc library review committee, appointed by the superintendent, which will consist of the teacher-librarian, a reading specialist and/or teacher from the school, the building principal, the director of library media services, and a parent member of the school management team.**
- 4. A meeting of this library review committee will be scheduled within two weeks of receipt of the Request for Reconsideration.**
- 5. Material will be judged by the committee as to its conformance with the criteria for the selection listed.**
- 6. The written decision of the committee will be forwarded to the superintendent, who will inform the Board of Education and the complainant of the committee's decision.**
- 7. If the complainant is dissatisfied with the decision, a request may be submitted to the superintendent requesting the Board of Education, or a sub-committee of the Board of Education, review all of the proceedings. The Board of Education will then render a final decision as to the appropriateness of the materials in question.**
- 8. Challenged materials may remain in circulation until the process is completed.**

(Source: American Library Association)

Letter to Complainant

Dear

We appreciate your concern for the use of the book, _____
by the author, _____ in our school. DeSoto County
Schools has developed procedures for the selection of materials, but realizes that
not everyone will agree with every selection made.

To help you understand the selection process, we are sending copies of the
District's:

1. Instructional Goals and Objectives;
2. Materials Selection Policy; and
3. Policy Statement: Procedure for handling challenged materials

If you are still concerned after you review this material, please complete the
Request for Reconsideration of Material form and return it to me. You may be
assured of prompt attention to your request. If I have not heard from you in two
weeks, we will assume that you no longer wish to file a formal complaint.

Sincerely,

HSES Principal