

CHALLENGED MATERIALS

Reconsideration Procedures

Any member of the school community (administrators, faculty, staff, parents, or students) may raise objection to instructional materials provided by the school Library Media Center or central office Media Center despite the fact that the individuals selecting such material were duly qualified to make the selection, followed proper procedure, and observed the criteria for selecting such material.

Persons requesting reconsideration of any instructional material shall complete the Mobile County Board of Education Request for Reconsideration of Library/Instructional Materials (see next page) in its entirety. Each school and the central office will keep on hand and make available this reconsideration form. All formal objections to materials must be made on this form.

**MOBILE COUNTY BOARD OF EDUCATION REQUEST FOR RECONSIDERATION OF
LIBRARY/INSTRUCTIONAL MATERIALS**

School _____

Title _____

Media Format _____

Author or Producer _____

Date of Publication or Production _____

Request Initiated By:

Name _____

Address _____

Telephone _____

Does the person making this request represent a group or organization? YES NO

If so, please identify the name of the organization. _____

How was this material selected? Student Choice Required

**PLEASE ANSWER THE FOLLOWING QUESTIONS. (ATTACH ADDITIONAL SHEETS IF MORE SPACE IS
NEEDED.)**

1. Have you read, viewed, or listened to the material in its entirety? YES NO
2. What do you find objectionable about the material? Please cite the specific passages and their relationship to the work as a whole. _____

3. What do you identify as the theme of this material? _____

4. What good features do you identify? _____

5. For what age group would you recommend this material? _____

6. In the place of this material, please recommend other material which you consider to be of equal or superior quality for the educational purpose intended. _____

7. Do you wish to make an oral presentation to the Library Media Committee? _____

DATE

SIGNATURE

Procedures for Appeal

A. The school official or staff member receiving a complaint regarding instructional materials shall explain the selection process utilized and the appeal procedures for challenged materials. The person receiving the complaint shall be courteous, make no commitment, and refrain from voicing personal opinion.

1. Written documentation of this contact should be filed with the school principal.

2. **The material in question shall remain a part of the collection and in use until the reconsideration process is completed.**

In the event the person making an objection to material is not satisfied with the initial explanation, the person should be referred to the principal who shall explain the selection and reconsideration process but refraining from expressing personal opinion.

3. If, after consultation, the complainant desires to file a formal complaint, a copy of the reconsideration form should be given to the complainant by the principal.

4. The reconsideration form shall be completed and signed by the complainant and filed with the principal and a copy forwarded to the district Media Supervisor.

5. Any action taken related to challenged materials must be heard by the schools

Library Advisory Committee.

Each committee member shall read, view or listen to the material in question in its entirety, and reach a professional evaluation pertaining to the material. The Library Media Specialist will compile necessary professional evaluations of the material in question.

The deliberation and balloting of the Library Advisory Committee shall be private.

The Library Advisory Committee shall meet to:

- Hear the concerns expressed by the complainant
- Discuss the materials relative to values and faults, appropriateness to grade level, and curriculum.
- Form opinions based on the materials as a whole and not on passages pulled out of context
- Render a majority decision, in a meeting with a quorum present, choosing one of the following:
 - (1) take no removal action
 - (2) remove the challenged material
 - (3) limit the educational use of the challenged material
 - (4) place the material at another grade level

2. Within five days of the Library Advisory Committee's decision, the chairperson shall notify the complainant in writing of the decision reached and advise of the right to appeal.

Appealed Decisions

A. Appeals to the school's Library Advisory Committee's decision must be made within ten working days after formal notification of the decision. A written request must be addressed to the district level Library Advisory Committee. The district level Library Advisory Committee will be composed of the following:

- Supervisor of library media services;
- Representative Library Media Specialist/s – including Library Media Specialist from school involved;
- Representative/s of the superintendent's Student and Teacher Advisory Committees; and
- Curriculum & Instruction Supervisor/s.

B. The school Media Specialist and/or principal will provide information to each School Board member which will include:

- Decision of the school Library Advisory Committee
- Right to Read
- Library Bill of Rights

C. The appeal will be scheduled on the Board meeting calendar. All parties will be given the opportunity to speak.

D. The Mobile County Board of School Commissioners is the final authority.

E. Requests to reconsider materials which have previously been before the Board must receive approval of a majority of the Board members before the materials will be reconsidered.

Review of Selection and Appeal Procedure

A. Principals shall review the selection and reconsideration procedures with all staff annually.

B. The staff shall be reminded that the right to object to material is one granted by policies enacted by the Board of Education and firmly entrenched in the law. They shall also be reminded of ethical and practical considerations in attempting to handle complaints with courtesy and integrity.