

Library Materials Selection and Collection Management

Section A

Occasionally objections are voiced to the selection of some library materials for inclusion in the District's libraries, despite the quality of the selection process. The entire selection procedure is based on the premise that the Board of Education supports the principles of intellectual freedom inherent in the First Amendment of the Constitution of the United States. ~~and as expressed in the "Library Bill of Rights" of the American Library Association. Therefore, should any material be questioned, the principles of intellectual freedom, the right to access to of materials, and the integrity of the library/media personnel must be defended rather than the materials.~~

If a complaint is made, the following procedure will be followed:

1. ~~The Head Librarian will inform t~~The complainant ~~will be informed~~ of the selection procedure and provided ~~with a printed~~ copy of Board Policy 7200: Library Materials Selection and Collection Management and Procedures for Implementing Board Policy 7200: Library Materials Selection and Collection Management. The complainant will also be provided ~~supplied with~~ a "Request for Reconsideration of Library Materials" form.
2. The complainant will be required to submit a "Request for the Reconsideration of Library Materials" ~~(See Form 1)~~ to the ~~Head Librarian head of the library,~~ who will forward a copy to the principal or ~~his~~ designee.
3. Challenged material will be kept in circulation during the reconsideration process; however, access to ~~challenged~~ ~~questioned~~ materials shall be denied to the student(s) of the ~~complainant parent making the complaint,~~ upon the complainant's written request.
4. Upon receipt of the written complaint, the principal will meet with the complainant and review the matter with the appropriate staff. The principal also will convene the standing committee to review the complaint. If the complaint is registered because the complainant has a student(s) enrolled in an elective course, the principal may recommend that the student(s) be given an alternate choice to fulfill the curricular requirement. This standing committee selected by the principal by September 1 of each school year will consist of the principal or designee, an instructional supervisor, a librarian, a teacher, a parent, and a student. Additional members may be added to the committee at the discretion of the principal or ~~designee~~.

~~Upon receipt of a completed "Request for the Reconsideration of Library Materials" objection form, the principal or his designee will convene the standing committee to consider the complaint. This standing committee selected by the principal by September 1 of each school year will consist of the principal or his designee, a librarian, a teacher, a parent committee representative, and a student, as selected by the principal or his designee. Additional members may be added to the committee at the discretion of the principal or designee.~~

5. The ~~standing review~~ committee shall review and evaluate the complaint by: ~~should meet its obligations by:~~

- a. reading, viewing, or listening to the challenged material in its entirety and in context while bearing in mind the broad principles previously enumerated in this policy. ~~espoused in the American Library Association statements.~~
 - b. checking established and common accepted selection tools with a view to gauging the general acceptance of the challenged material.
 - c. ~~considering establishing the~~ relevance of the challenged material to the curriculum and other student interests needs.
 - d. completing and submitting to the principal and to Head Librarian ~~the head of the library,~~ a written report presenting findings ~~both majority and minority opinions~~ and a recommendation to retain or exclude the challenged material within 20 working days of receipt of the complaint. ~~This report will be submitted within a month of the receipt of the complaint.~~
6. Within 30 working days from receipt of the complaint, the principal will make a determination. Copies of the principal's determination will be sent to the complainant and the superintendent.
 7. The complainant may appeal the principal's decision in writing to the superintendent within 10 working days.
 8. Upon receipt of the appeal, the superintendent will arrange for a conference with the complainant and others the superintendent may wish to involve to discuss the concern.
 9. The superintendent will make a determination within 10 working days from receipt of the appeal. Copies of the determination will be sent to the complainant and the building principal.
 10. The complainant may appeal the superintendent's decision to the Board of Education within 10 working days.
 11. The Board of Education will hold a hearing to review the matter within 20 working days of the superintendent's determination. The final decision regarding the complaint will rest with the Board of Education. A decision by the Board to sustain a challenge will not be interpreted as a determination of irresponsibility by the employee involved in the original selection or use of the material.

The timeline set forth herein shall be adhered to when possible, but may be extended at each level upon reasonable cause.

12. ~~The decision to retain or exclude the challenged material will be made by the principal or his designee, who will communicate the decision in writing to the complainant.~~
13. ~~If the complainant still is not satisfied, he or she may submit an appeal to the Board of Education within ten (10) days of the receipt of the principal's decision, which will make a final decision. A decision by the principal or by the Board to sustain a challenge will not be interpreted as a determination of irresponsibility by the professionals involved in the original selection and/or use of the material.~~

~~Adapted from Workbook for Selection Policy Writing, 1995. American Library Association.~~
<http://www.ala.org/ala/oif/challengesupport/dealing/workbook.pdf>

Request for Reconsideration of Library Materials

The Board of Education of District 225 has delegated the responsibility for selection and evaluation of library materials to the school librarians, and has established reconsideration procedures to address concerns about those materials. Completing this form initiates those procedures.

If you wish to request reconsideration of library resources, please return the form to:
 Head Librarian, Glenbrook North High School, 2300 Shermer Road, Northbrook, IL 60062, or
 Head Librarian, Glenbrook South High School, 4000 West Lake Avenue, Glenview, IL 60026.

Name
Date
Address
City, State, Zip Code
Phone
Who are you representing? (mark with an X) Yourself__ Organization__ (Name)
Material: (mark with an X) Book__ Electronic__ Magazine__ Newspaper__ Video__ Other__
Title:
Author:
Publisher / Producer:
Have you examined/read the entire resource? Yes__ No __
What brought this material to your attention? (use other side or additional pages if necessary)
What concerns you about the material? (use other side or additional pages if necessary)
Are there other materials you would suggest to provide additional information and/or viewpoints on this topic? (use other side or additional pages if necessary)
Signature of Complainant
Date

*Adapted from the American Library Association Intellectual Freedom Committee June 27, 1995

Adopted: May 29, 2001

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Reviewed: TBD