

# Oak Ridge Schools

## Office of the Superintendent



### **Administrative Procedure 4.403 (A) Request for Reconsideration of Library or Instructional Materials**

December 10, 2018

The mission of the Oak Ridge Schools Library Media Centers is to ensure that the highest quality materials are selected to meet curricular and independent reading needs of our patrons. The following procedures have been formulated as guidance for the Library Media Specialists as they develop and maintain each schools' Library collection.

### Responsibility for Selection

- Library Media Specialists at each school are responsible for the selection of books and other materials for the media centers.
- Professional selection tools, such as *Library School Journal*, *Booklist*, *The Horn Book*, lists published by the American Library Association, and others will be used to select materials to meet curriculum and patrons' reading needs.
- Gifts and donated materials will be measured against the same selection criteria as materials that are purchased.

### Objectives for Selection

- In selecting school library materials, the library media specialist will focus on both the curriculum and independent reading needs of patrons and will consider the interests, abilities and maturity of the students.
- Criteria for selection include:
  - Educational significance
  - Contribution to the curriculum, student interest/appeal, diversity or understanding of controversial issues
  - Favorable recommendations based in review and examination of materials by professionals
  - Reputation and significance of the author, producer or publisher
  - Validity, currency and appropriateness of materials
  - High artistic quality and/or literary style
  - Quality and variety of format
  - Timeliness, permanence or physical durability
- Materials will be selected which will stimulate exploration and growth of knowledge, appreciation of literature and aesthetic values.
- Materials chosen will represent the diversity found among our students, in our communities, and in the world at large.
- In order to maintain a balanced collection representing various viewpoints and to promote understanding, the Library Media Specialist may select materials that include controversial issues.
- The Library Media Specialists will routinely analyze the collection to ensure it is current and relevant.

### Gifts and Memorials

- Gifts or donated materials will be subject to the same selection criteria as purchased materials.
- These materials will be accepted with the understanding that, if not suitable, they will not be added and may be traded or donated elsewhere.
- Monetary donations may be given so that the Library Media Specialist can select materials that are appropriate for the library's collection.
- A bookplate may be placed in front of donated material to recognize the giver.

## Challenged Materials Procedure

This procedure offers guidance in the event that someone from the community questions the appropriateness of a title in a school library collection or of instructional materials.

### Guiding Principles

- Parents do not have the right to determine reading, viewing or listening for students other than his or her own child(ren).
- The Oak Ridge School District supports the Library Bill of Rights adopted by the American Library Association (Appendix A). When resources are challenged, the principles of the freedom to read/listen/view are challenged as well.
- Access to challenged materials will not be restricted during the reconsideration process.

The school receiving a complaint regarding a title shall try to resolve the issue informally.

- The principal or other appropriate staff will explain to the questioner the district's selection procedure, criteria and qualifications of those persons responsible for selection.
- The principal or other appropriate staff will explain how the material in question is used.

If the questioner is not satisfied with this explanation and wishes to file a more formal challenge, he/she will be given a "Request for Reconsideration of Instructional Materials" form (Appendix B). The questioner is requested to read the entire material that is being questioned before completing this form. All formal complaints will be addressed in writing and a written response will be made to the questioner who initiated request for reconsideration.

# Appendix A

## Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries that make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

Although the Articles of the Library Bill of Rights are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices. See the documents designated by the Intellectual Freedom Committee as [Interpretations of the Library Bill of Rights](#).

Taken from <http://www.ala.org/advocacy/intfreedom/librarybill>

# Appendix B



## Request for Reconsideration of Library or Instructional Materials

Name of person initiating review of material \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_

Complaint represents: \_\_\_\_\_ (Self) \_\_\_\_\_ Name of organization

Name of school(s) owning challenged material \_\_\_\_\_

Title of item \_\_\_\_\_

Format of Item (book, e-book, magazine, textbook, CD, cassette, video, DVD, computer program, web site)  
\_\_\_\_\_

Name of author/artist/editor/other \_\_\_\_\_

Name of publisher or producer \_\_\_\_\_

**After having read/viewed/listened to the item in question in its entirety**, what do you object to and why? Please be specific and cite page numbers or frames. Please attach an additional page to this form if necessary.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What do you believe the theme and purpose of this item are?  
\_\_\_\_\_  
\_\_\_\_\_

Is your objection to this material based upon your personal exposure to it, reports you have heard from others, or both?  
\_\_\_\_\_

What do you feel might be the result of a student reading/listening to/watching this material?

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Do you think this item has any merit? Please explain \_\_\_\_\_

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Have you read any professional reviews of this item? \_\_\_\_\_

For what specific population or age group do you believe this item would be appropriate?

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What would you like the school to do with this item?

- Do not assign or circulate it to your child(ren).
- Withdraw it for all students as well as your child.
- Make it available only to those who wish to use it.
- Other (please specify) \_\_\_\_\_

What item of equal educational quality would you recommend on the same subject and format to take its place?

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Signature: \_\_\_\_\_

Date \_\_\_\_\_