

PROCEDURE FOR CHALLENGED MATERIALS

Occasional objections to a library selection will be made by the public, despite the care taken to select valuable materials for student and teacher use and the qualifications of persons who select the materials.

The procedure for handling objections to library materials verbally or in writing is as follows:

1. The citizen or group may discuss their concerns informally with the librarian and other interested educators.
2. Staff members receiving complaints should notify the principal in writing and include the following details:
 - a. Name of complainant
 - b. Author and title of material in question
 - c. What is objectionable in the material
3. The principal shall send the form entitled "Request for Reconsideration of Library or Classroom Instructional Materials", along with the procedures, to the complainant.
4. The complainant returns completed form to the principal within 10 working days.
5. The Principal notifies the Superintendent and sets up the Library Materials Reconsideration Committee comprised of:
 - a. Professional library media personnel assigned to the school
 - b. Principal or representative
 - c. One teacher
6. The Library Reconsiderations Committee will:
 - a. Read and examine referred materials
 - b. Check general acceptance of the materials by reading reviews
 - c. Re-examine in light of selection criteria
 - d. Weigh values and faults, decide on acceptability based on the materials as a whole and not on passages pulled out of context
 - e. Notify complainant that a meeting may be requested with the Committee for the purpose of expressing the complaint verbally
 - f. Issue a decision report within thirty working days of receiving form

- g. Forward a copy of the decision report to the Principal, the Superintendent of Schools, and retain two copies in the school.
- h. Principal forwards a copy of the decision report to the complainant

Appeals Procedures

1. Complainant has a right to appeal the decision of the Committee to the Superintendent of Schools.
2. The Superintendent will review the complaint and decision rendered by the Committee. If the decision requires further consideration, the Superintendent may schedule interviews with the complainant and the Committee. The Superintendent will reach a decision regarding the complaint within ten working days and inform the complainant and committee in writing.
3. The Superintendent's decision may be appealed to the School Board which will review all the relevant information and issue a decision in writing.

First Reading: April 7, 2011

Second Reading: April 28, 2011

Adopted: April 28, 2011

BERLIN PUBLIC SCHOOLS
REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL OR
CLASSROOM INSTRUCTIONAL MATERIALS

Request initiated by _____

Telephone _____ Address _____

City _____ State _____ Zip _____

Complainant Represents:

_____ Self _____ Organization or Group (Name) _____

Relationship to students and/or school _____

Title of material to be reconsidered _____

Author, if available _____

Type of material (book, video, etc.) _____

Publisher, if available _____ Copyright date _____

1. To what in the material do you object? (Please be specific, cite words, pages and nature of content) _____

2. Why do you object to this material? _____

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

4. Is there anything good about this material? _____

5. Did you read, view, or listen to the entire material? _____

6. Are you aware of the reviews written about this material? _____

7. What would you like the school to do about this material?

_____ do not lend it to my child

_____ withdraw it from all students

_____ other _____

8. In its place, what material would you recommend, or what material do you believe should be added to the collection to counter-balance the viewpoint of this book? _____

9. Do you think this material meets the media center criteria for selection used by the Berlin School District? _____

You are also entitled to meet with the Materials Reconsideration Committee in order to orally present your concerns.

Date _____

Signature of
Complainant _____