

Handling of Questioned Materials

Opinions may differ in a democracy and occasionally there may be criticism of carefully selected library or audio-visual materials. The following procedure is established to deal with such situations.

1. OBJECTION

When a person indicates an objection or criticism of Media Center materials, she/he will be invited to complete the form, "Reconsideration of Media Center Materials". This form is available from the Media Services Director. When the complaint is received, the Media Services Director shall send a prompt reply that the complaint has been received and that prompt, appropriate action will be taken.

2. SUPERINTENDENT NOTIFIES BOARD OF EDUCATION

The County Superintendent of Schools shall notify the County Board of Education that a formal complaint has been received.

3. COURSE OF ACTION

The County Superintendent of Schools or his/her designee and the Media Services Director shall meet and decide upon a course of action regarding the material, i.e., to withdraw it or to defend its suitability for student purposes. The Media Services Director shall notify the complainant as to the decision and the status of the complaint.

4. REVIEW COMMITTEE

- a. The County Superintendent of Schools of his/her designee shall appoint a Review Committee to reconsider the appropriateness of the materials. This Review Committee shall consist of two certificated personnel, two lay persons, and the Media Services Director.
- b. The Review Committee shall secure and evaluate copies of professional reviews about the materials in question, and shall, if possible, obtain a publishers statement, and note listings on recommended bibliographies. Each Review Committee member shall read, view, or hear the entire work being evaluated. Passages or parts should not be pulled out of context. The decision should be based on the material as a whole.

Handling of Questioned Materials (cont.)

4. REVIEW COMMITTEE (cont.)

C. The review of questioned materials shall be treated objectively and as an important matter. Every opportunity shall be afforded those persons or groups questioning materials to represent their opinions. The Media Services Coordinator or other persons involved in the selection of the questioned material shall have the same opportunity.

5. REVIEW COMMITTEE RELAYS DECISION TO COUNTY BOARD OF EDUCATION

After a thorough analysis of the questioned material, the Review Committee members shall cooperatively make a decision and relay that decision to the County Board of Education.

6. BOARD ACTION ON COMPLAINT

After concluding action on the complaint, the Board shall take action on the complaint, and a letter summarizing the County Board of Education and Review Committee's recommendation shall be prepared by the Secretary of the County Board of Education and forwarded to the complainant and all other parties concerned.

7. APPEAL

If the complainant is not satisfied with the action of the County Board of Education, he/she may request the Superintendent to submit his/her complaint to the County Board of Education as an appeal. The County Board of Education may appoint a committee to consider this appeal, or it may act as an Appeals Committee itself. The Appeals Committee shall submit its recommendations to the County Board of Education.

8. FINAL BOARD ACTION

The County Board of Education shall take formal action regarding the questioned material. This action taken by the Board is final, and the complainant and all other parties concerned shall be notified.

Regulation

First reading: 10-23-80

Adopted: 11-20-80