

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. Should any material be questioned, the principles of intellectual freedom, the right to access 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 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 be 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 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 questioned materials shall be denied to the student(s) of the parent making the complaint, upon the complainant's written request.
4. Upon receipt of a completed objection form, the principal or his designee will convene the standing committee to consider the complaint. This standing committee 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.
5. The review committee 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 espoused in the American Library Association statements.

- b) checking established and accepted selection tools with a view to gauging the general acceptance of the challenged material.
  - c) establishing relevance of the challenged material to the curriculum and other student needs.
  - d) completing and submitting to the principal and to the head of the library, a written report presenting both majority and minority opinions and a recommendation to retain or exclude the challenged material. This report will be submitted within a month of the receipt of the complaint.
6. 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.
7. 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>

Form 1

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 to Head Librarian, Glenbrook South High School, 4000 West Lake Avenue, Glenview, IL 60026.

Name		Date
Address		
City		
State	Zip Code	Phone
Do you represent... (mark with an X) <input type="checkbox"/> Yourself <input type="checkbox"/> Organization (include name)		
Material on which you are commenting (mark with an X):  <input type="checkbox"/> Book <input type="checkbox"/> Electronic <input type="checkbox"/> Magazine <input type="checkbox"/> Newspaper <input type="checkbox"/> Video <input type="checkbox"/> Other		
Material on which you are commenting  Title:  Author:  Publisher or Producer:		
Have you examined/read the entire resource? <input type="checkbox"/> Yes <input type="checkbox"/> No		
What brought this material to your attention?		

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?	
Signature of Complainant	Date

Adapted from sample revised by the  
American Library Association Intellectual Freedom Committee June 27, 1995

Adopted: May 29, 2001  
Revised: February 26, 2007