Hickman County Board of Education

	Descriptor Term: **Library Materials**	Descriptor Code: **4.403**	Issued Date: **01/09/23**
		Rescinds: **4.403**	Issued: **11/07/22**

General

The Director of Schools shall be responsible for library collection development. Library materials shall be reviewed to ensure the content aligns with state law.[1] The library collection shall adhere to the following criteria:

1. Materials shall be suitable for and consistent with the educational mission of the school;

2. Materials shall be appropriate for the age and maturity levels of the students who may access them. The determining factor will be based on an assessment of any mature themes or content (i.e., violence, sexual content, vulgar language, substance abuse);

3. Materials shall contain literary, historical, and/or artistic value and merit; and

4. The collection as a whole shall offer a variety of viewpoints.

Grade level supervisors shall be responsible for periodically reviewing the district's library collection in line with these established standards.

The Board supports principles of intellectual freedom inherent in the First Amendment of the Constitution of the United States[1] and expressed in the *Library Bill of Rights* of the American Library Association.

Because opinions differ, there may be questions concerning some instructional and library materials despite the quality of the selection process.

COMPLAINTS

Tier 1

If a complaint is made by an employee, student, or parent/guardian, this process is to be followed:

1. Inform the complainant of the selection procedures and make no commitments.

2. Request the complainant to submit a Request for Reconsideration of Library Materials form.

3. Inform the principal (and other appropriate personnel).

4. Keep challenged materials available for use during the reconsideration process.

Upon receipt of the completed form, the principal shall notify the Director of Schools. The principal shall request review of the challenged materials by an ad hoc materials review committee within ten business days. The review committee is appointed by the principal and includes certified library media personnel, representatives from classroom teachers, one or more parents, and may include one or more students. The principal will inform the Director of Schools of the review committee's progress.

The review committee shall take the following steps after receiving the challenged materials:

1. Read, view, or listen to the contested material in its entirety;
2. Check general acceptance of the material by reading recognized and evaluative reviews;
3. Determine the extent to which the material supports the educational mission of the school;
4. Complete the appropriate Checklist for Reconsideration of Library Materials, judging the material for its strength and value; and
5. Present recommendation to principal for further action and to the Director of Schools for purposes of information.

Tier Two

The complainant may appeal the principal's decision. The appeal shall be to the Director of Schools. He/she shall review the recommendation presented by the review committee along with the principal's recommendation and make the determination whether the material is appropriate for the age and maturity levels of the students who have access to the materials and whether the material is suitable for, and consistent with, the educational mission of the school.

Tier Three

The complainant may appeal the decision of the Director of Schools. The Board shall evaluate the material to determine whether the material is appropriate for the age and maturity levels of the students who have access to the materials and whether the material is suitable for, and consistent with, the educational mission of the school.

If, at any tier, it is determined that the material is not appropriate for the age and maturity levels of the students who have access to them or is not suitable for, and consistent with, the educational mission of the school, the material shall be removed from the library collection.

Legal References

1. *Board of Education, Island Trees Union Free School District No. 26 v. Pico*, 457 U.S. 853, 102 S. Ct. 2799 (1982); TCA 49-6-3803
2. Public Acts of 2023, Chapter No. 472

Cross References

Textbooks and Instructional Materials 4.400

School and System Websites 4.407

Controversial Materials 4.801