Hickman County Board of Education

	Descriptor Term: **Library Materials**	Descriptor Code: **4.403**	Issued Date: **10/21/24**
		Rescinds: **4.403**	Issued: **08/05/24**

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] He/she shall post the list of library materials online. Library materials shall be reviewed to ensure the content aligns with state law. Prior to the purchase of new materials, librarians shall review the age and maturity level along with the reading level of the selected items for suitability. [1] A list of new materials shall be reviewed by the school administration.

STANDARDS[2]

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.

5. Materials shall not be removed on the sole grounds that the item is religious.

Any materials that meet the following criteria shall be removed and excluded from the district's library collection:

1. Contains nudity, descriptions or depictions of sexual excitement, sexual conduct, excess violence, or sadomasochistic abuse as defined in state law [3];

2. Are patently offensive as defined in state law; or

3. Appeal to the prurient interest as defined in state law.

The Board shall be notified when any library materials are challenged or removed pursuant to this policy.

Grade level supervisors shall be responsible for periodically reviewing the district's library collection in line with these established standards. Any materials found to be out of alignment with the standards shall be removed, and this action shall be documented in writing and presented to the Director of Schools and the Board.

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[4]

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.

The principal shall present a recommendation to the Director of Schools. The Director of Schools shall assess the findings along with the recommendation of the principal and present a recommendation to the Board.

The Board shall evaluate the recommendations of the principal and the Director of Schools along with the material to determine whether it 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. The Board shall review the findings and affirm, overturn, or modify the decision within sixty (60) days from which the feedback was received.

If 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 2024, Chapter No. 782; Public Acts of 2025, Chapter No. 270
3. TCA 39-17-901
4. TCA 49-6-3803

Cross References

Textbooks and Instructional Materials 4.400
School and System Websites 4.407
Controversial Materials 4.801

Hickman County School System

Library Materials	4.403AP

Library Services and Collection Policy

Library services are provided for each of the schools in the Hickman County School System and will follow the requirements established in the regulations of the Tennessee State Board of Education and Hickman County Board of Education Policy 4.403.
The maintenance of a school's library collection is the responsibility of the school's library media specialist, in cooperation with school administrators, teachers, and other staff.
Materials for each school library will adhere to the following criteria:

1. Materials shall be suitable for and consistent with the educational mission of the school; 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);
2. Materials shall contain literary, historical, and/or artistic value and merit; and
3. The collection as a whole shall offer a variety of viewpoints.

Each school will maintain an inventory of the school's library materials that are available for students. The inventory list will be available and posted on the school's website.
Hickman County Schools has established procedures for the feedback and reconsideration of library materials for each school.

Hickman County Schools

Administrative Procedures for Complaints Regarding Library Materials Board Policy 4.403AP

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.
5. Upon receipt of the completed form, the principal shall notify the Director of Schools.
6. 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.
7. The review committee shall take the following steps after receiving the challenged materials:
    a. Read, view, or listen to the contested material in its entirety;

    b. Check general acceptance of the material by reading recognized and evaluative reviews;
    c. Determine the extent to which the material supports the educational mission of the school;
    d. Complete the appropriate Checklist for Reconsideration of Library Materials, judging the material for its strength and value; and
    e. Present recommendation to principal for further action and to the Director of Schools for purposes of information.

8. If the complainant desires further action after receiving the recommendation of the committee and the decision of the principal, an appeal may be made to the Board.

Reconsideration of Library Materials Form-4.403AP

In accordance with Hickman County Board of Education Policy 4.403, Hickman County Schools provides an opportunity for library materials to be reviewed as to whether they should be a part of the school library collection. Library materials should meet the following requirements: 1) suitable and consistent with the mission of the school, 2) appropriate for the age and maturity levels of the students that will access them, 3) contain literary, historical, and/or artistic value or merit, and 4) offer a variety of viewpoints.
Completion of this form is the first step in the review procedures. If you wish to request reconsideration of library resources, please return the completed form to the school principal.

School Name _____

Date _____

Name _____

Address _____

City _____ State/Zip _____

Phone _____ Email _____

Do you represent yourself? ____ Or an organization? ____

If representing an organization, name of organization _____

1. Resource on which you are commenting:
___ Book (e-book) ____ Movie ____ Magazine ____ Database ____ Audio Recording
____ Digital Resource ____ Newspaper ____ Streaming Media ____ Other

Title _____

Author/Producer _____

2. What brought this resource to your attention?

_____

_____

3. Have you examined the entire resource? If not, what sections did you review? If not, what parts did you read (be specific, cite page numbers, chapters, scenes, sections, etc.)

_____

_____

4. What concerns you about the resource? Be specific, cite page numbers and quote exact passages; cite specific scenes and their location in the video.

_____

_____

5. If the work purports to be a work of nonfiction, what inaccuracies in the text, pictures, or content did you observe? Be specific as to dates, persons, historical content, legal, medical information, etc., citing specific examples and page numbers.

6. Are you aware of judgments of this work by literary critics and/or subject specialists? What reviews have you researched? (Give specific citations)

7. What action are you requesting the committee consider?

Signature of Complainant

Printed Name

Date

Checklist for Reconsideration of Library Materials-4.403AP
Nonfiction

Title:_____

Author:_____

Purpose
1. What is the purpose of the material? _____
_____

2. Is the purpose accomplished? _____

Authenticity
1. Is the author competent and qualified in the field? _____

2. What is the reputation and significance of the author and publisher/producer in the field? ___
_____

3. Is the material up-to-date? _____

4. Are information sources well documented? _____

5. Are translations and retellings faithful to the original? _____

Appropriateness
1. Does the material promote the education goals and objectives of the school? _____

2. Is it appropriate to the level of instruction intended? _____

3. Are the illustrations appropriate to the subject and the age levels? _____

Content
1. Is the content of this material well presented by providing adequate scope, range, depth, and continuity? _____
_____

2. Does this material present information not otherwise available? _____
_____

3. Does this material give a new dimension or direction to its subject?_____
_____

Reviews
1. Source of review: _____

Favorable or unfavorable review? _____

2. Does this title appear in one or more reputable selection aides? _____
_____

List the aides in which it appears. _____

Additional Comments: _____
_____

Recommendation by Library Media Committee:

Date:

Committee Members' Signatures:

Checklist for Reconsideration of Library Materials-4.403AP
Fiction or Other Literary Forms

Title _____
Author _____

Purpose
1. What is the purpose, theme, or message of the material? How well does the author/producer/composer accomplish this purpose?

2. If the story is fantasy, is it the type that has imaginative appeal and is suitable for children? For young adults?

If both are marked no, for what age group would you recommend?

3. Will the reading and/or viewing and/or listening to material result in a more compassionate understanding of human beings?

4. Does it offer an opportunity to better understand and appreciate the aspirations, achievements, and problems of various minority groups?

5. Are any questionable elements of the story an integral part of a worthwhile theme or message?

Content
1. Does a story about modern times give a realistic picture of life as it is now?

2. Does the story avoid an oversimplified view of life, one which leaves the reader with a general feeling that life is sweet and rosy or ugly and meaningless?

3. When factual information is part of the story, is it presented accurately?

4. Is prejudicial appeal readily identifiable by the potential reader?

5. Are concepts presented appropriate to the ability and maturity of the potential reader?

6. Do characters speak in a language true to the time period and section of the country in which they live?

7. Does the material offend in some special way the sensibilities of women or a minority group by the way it presents either the chief character or any of the minor characters?

8. Is there preoccupation with sex, violence, cruelty, brutality, and aberrant behavior that would make this material inappropriate for children?

For young adults?

9.If there is use of offensive language, is it appropriate to the purpose of the text for children? For young adults?

10.Is the material free from derisive names and epithets that would offend minority groups?

Children?

Young adults?

11.Is the material well written or produced?

12.Does the story give a broader understanding of human behavior without stressing differences of class, race, color, sex, education, religion, or philosophy in any adverse way?

13.Does the material make a significant contribution to the history of literature or ideas?

14.Are the illustrations appropriate and in good taste?

Realistic in relation to the story?

Additional Comments: _____

_____

Recommendation by Library Media Committee: _____

Date: _____

Committee Members' Signatures: