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Monitoring: **Review: Annually, in November**	Descriptor Term: **Library Materials**	Descriptor Code: **4.403**	Issued Date:
		Rescinds:	Issued:

General

The **[insert title of employee]** 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:

[Note: The Board can include local standards.]

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.

[Insert title of employee] shall be responsible for periodically reviewing the district's library collection in line with these established standards.

COMPLAINTS

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 **[insert number]** 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 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;
    d. Complete the appropriate Checklist for Reconsideration of Library Materials, judging the material for its strength and value; and
    e. Present a recommendation to the Director of Schools and the Board.

8. The Board shall review the recommendation presented by the review committee 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.

9. 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 Board shall require the school to remove the material 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); Public Acts of 2022, Chapter No. 744

Cross References

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