



Gentry School District Library Media

Selection and Reconsideration of Materials

Introductions

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High School Library Media Specialist

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Middle School Library Media Specialist

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Intermediate School Library Media Specialist

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Primary School Library Media Specialist



Selection Procedures



- Read reviews that are vetted through professional educational/literary organizations as well as other organizations with a focus on reviewing media
- Review children and young adult book award lists
- Age-appropriate based on reviews
- Select titles that connect to the diversity of our student population
- Preview books upon arrival and periodically as the need arises

Reconsideration of Materials Procedures

Before a formal challenge can be initiated, the complainant (a parent/guardian/in loco parentis of a student in the district or an employee) must request a meeting from the principal to meet with the principal and the library media specialist to discuss their concerns.

- An initial meeting can only take place during contracted time or at the discretion of the superintendent.
- If other material is already in the challenge process, it will be decided on a case-by-case basis of when the new complaint can be addressed after the initial meeting.
- This meeting should take place within *5 business days* of the initial contact with the principal.
- The complainant will fill out the [Request for Consideration of Library/Media Center Materials](#) before the meeting.

What happens in the initial meeting?

Meet with complainant to hear *concerns* and to share our *selection criteria*:

- ✓ Support and enhance the curricular and educational goals of the district;
- ✓ Are appropriate for the ages, learning styles, interests, and maturity of the schools' students, or parents in the case of parenting literature;
- ✓ Contribute to the examination of issues from varying points of view and help to broaden students understanding of their rights and responsibilities in our society;
- ✓ Help develop critical thinking skills;
- ✓ Are factually and/or historically accurate, in the case of non-fiction works and/or serve a pedagogical purpose;
- ✓ Have literary merit as perceived by the educational community; and
- ✓ Are technically well produced, physically sound (to the extent appropriate), and represent a reasonably sound economic value.

Formal Reconsideration

If after the meeting, the complainant wishes to proceed, they must complete the [Request for Formal Consideration of Library/Media Center Materials](#) and return to the building principal.

- A committee will be created including:
 - Principal/assistant principal
 - Media specialist from building
 - Another media specialist from the district
 - 2 other licensed personnel
- Committee members will *read the challenged material in its entirety* to determine if the challenged material meets the criteria of selection. *No material shall be withdrawn solely for the viewpoints expressed within it and shall be reviewed in its entirety and not selected portions taken out of context.* If there will be compensation for time spent on the committee, it will be determined by the superintendent.

Formal Reconsideration Meeting

- A formal reconsideration meeting will be scheduled within *30 days* at the discretion of the committee and the complainant. This is a meeting in public, not a public meeting (agenda published, press notified, and meeting recorded). Only the complainant (from the public) may speak at the meeting.
- During the meeting, the complainant is invited to speak to their concerns; the committee discusses and takes a public vote. No one else from the public has the authority to speak at the meeting.

Decision

- A [summary of the decision](#) will be written by a committee member who votes with the majority.
- The decision and summary will be sent by *certified mail within 5 business days* of the formal reconsideration meeting. In addition, the principal will call or email the decision to allow the complainant ample time for an appeal.

Appealing the Decision

- If the complainant chooses to appeal the decision, they must do so within *5 business days* to the superintendent from the receipt of the certified summary.
- The superintendent addresses the board within *15 business days*.
- The board makes a decision within *30 days*. The decision will be mailed to the complainant by *certified mail* and the superintendent will call the complainant with the board's decision.

Closing

- Thank you
- Questions from the Board

