

Students

Administrative Procedure - Responding to Complaints About Library Media Resources

Actor	Action
Parents/Guardians, Employees, or Community Members	Submits any feedback or complaints about the District’s library media resources to the Building Principal, using exhibit 6:230-AP, E, <i>Library Media Resource Objection Form</i> .
Building Principal	<p>Directs any parent/guardian, employee, or community member wishing to submit formal feedback or a complaint regarding the District’s library media resources to complete exhibit 6:230-AP, E, <i>Library Media Resource Objection Form</i>.</p> <p>If the complaint alleges a violation of law or board policy, refers the complaint to the District Complaint Manager for processing under Board policy 2:260, <i>Uniform Grievance Procedure</i>.</p> <p>Transmits the <i>Library Media Resource Objection Form</i> to the Superintendent or designee for further action.</p>
Superintendent, in consultation with the School Librarian	<p>Determines on a case-by-case basis what action, if any, will be taken in response to a complaint about a library media resource. In making a determination, considers whether the library media resource is aligned with the criteria set forth in Board policy 6:230, <i>Library Media Program</i>, specifically, does the resource in question:</p> <ol style="list-style-type: none"> 1. Supplement classroom instruction 2. Foster reading for pleasure 3. Enhance information literacy 4. Support research 5. Align with the principles of the American Library Association’s <i>Library Bill of Rights</i> regarding selection of materials, which include: ¹ <ol style="list-style-type: none"> a. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

The footnotes should be removed before the material is used.

¹ If a board has adopted the alternative language for Standard #5 in sample policy 6:230, *Library Media Program* (see f/n 1), delete item #5 and insert the following sentence immediately below the numbered list:

In accordance with the Board's inherent authority to prohibit the practice of banning specific books or other library materials as stated in policy 6:230, *Library Media Program*, and to prevent censorship of material and ensure the protection of library users' intellectual freedom, rejects any requests that books or other materials within the District's library media program be removed merely because individuals or groups object to the material..

This alternative language conforms with the requirements of 23 Ill.Admin.Code §§3035.120 and 3035.140(e), implementing the School District Library Grant Program. A district applying for this grant should submit policy 6:230, *Library Media Program*, and this administrative procedure to the Ill. State Library as part of the eligibility certification for the grant.

Actor	Action
	<ul style="list-style-type: none"> b. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval. c. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment. <p>Consults with the Board Attorney regarding responses to complaints about library resources.</p> <p>Prepares and sends a written response to the person who submitted the <i>Library Media Resource Objection Form</i>, informing the person of the District's decision.</p> <p>Notes on the <i>Library Media Resource Objection Form</i> the date on which the response was provided and attaches the response to the form.</p>