

Students

Administrative Procedure— Responding to Complaints About Library Media Resource

Actor	Action
Parent/Guardian, Employee, Student	Submits any feedback or complaint about the District’s library media resources to the school librarian or Building Principal using 6:230 AP, E <i>Library Media Resource Objection Form</i> .
Building Principal	<p>Directs any parent/guardian, employee, or student wishing to submit formal feedback or a complaint regarding the District’s library media resources to complete 6:230 AP, E <i>Library Media Resource Objection Form</i>.</p> <p>If the complaint alleges a violation of law or board policy, refer 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 librarian for further action.</p>
School Librarian	<p>Upon receiving an oral or written challenge to library materials, the librarian shall provide the complainant with a complaint form (Exhibit 6:230-AP, E) and directions to return the form, when complete, to the librarian or principal.</p> <p>Upon receiving a completed complaint form, the librarian will determine that complaint arises from a parent, guardian, student, or staff member. Outside challenges need not be considered.</p> <p>Once the complaint is established as authentic, the librarian shall review the materials in question to assure they believe them to be appropriate for the target audience.</p> <p>If the librarian deems the challenged material appropriate, they are to take the following steps:</p> <ul style="list-style-type: none"> ● Maintain the material in circulation ● Register the complaint with the American Library Association Office of Intellectual Freedom

	<ul style="list-style-type: none"> ● Acquire a copy of the material from another affiliated library. Acquire copies of any professional reviews of other pertinent information ● The librarian may provide an overview for the rationale behind their recommendation to maintain the work in the library collection. ● Forward a copy of the complaint, the material in question, and all accompanying information to the Superintendent
<p>Superintendent in consultation with the School Librarian</p>	<p>The Superintendent shall determine if a meeting with a complainant may resolve the issue. If so, they will schedule such a meeting. If the complainant fails to meet, the issue shall be considered resolved and the complaint closed.</p> <p>If the Superintendent is unable to resolve the issue, they shall appoint a committee to make a recommendation. The committee shall be comprised of a minimum of:</p> <ul style="list-style-type: none"> ● <u>Two librarians.</u> These must be selected from a facility other than the one in which the challenge arose. At least one must be an endorsed, certified, or degreed librarian. Preference shall be given to qualified individuals within the district. ● <u>Two teachers.</u> These shall be selected to reflect the range of ages within the building (one teaching students at the upper edge of the building's age range and one teaching students on the lower edge of the building's age range). If the challenge is parent or student generated, the teacher(s) who currently has (have) that student in class may not be included in the committee. Likewise, if the challenge is initiated by a staff member, this individual may not serve on the committee. <p>Note that the committee may be expanded if there are multiple items under consideration simultaneously. A minimum of two (2) committee members must read or view each of the works requested for reconsideration in the event multiple works are challenged concurrently. Other members are expected to read reviews and summaries to become familiar with the works they are not assigned to read.</p> <p>The superintendent reviews the written recommendation of the committee.</p> <p>The superintendent may consult with the Board Attorney regarding responses to complaints about library resources.</p> <p>The superintendent 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> <p>Directs the librarian to maintain, restrict, or remove materials for a period of five (5) years.</p>
Committee Members	<ul style="list-style-type: none"> ● Select a chairperson for the committee. ● Read or view the work in its entirety. If there are multiple works under review, it is expected that at least two people read the entirety of each work. All members are expected to read reviews and summaries to become familiar with the works they are not assigned to read. ● Read the professional reviews available for all works. ● Compare and. or contrast the challenged work with similar items or topics in the library. ● Consider the condition, timeliness, appropriateness to grade level, critical reviews, curricular ties, and author credentials. ● Determine if the resource is aligned with the criteria set forth in Board policy 6:230 <i>Library Media Program</i> and 6:231 <i>Harlem School District - Library Material Selection Policy</i>, specifically, does the resource in question: <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 Library Bill of Rights regarding selection of materials, which include: <ol style="list-style-type: none"> a. Books and other library resources should be provided for the interest, information, and enlightenment of all people in the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation. 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.

	<p>c. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment</p> <ul style="list-style-type: none">● After meeting, reach consensus and make a written recommendation to the superintendent to do one of the following:<ul style="list-style-type: none">○ Maintain the material in circulation○ Restrict the work for the student only○ Restrict the work from a group of students○ Remove the work from the library
--	---

APPROVED: