



Code: IIA-AR(4)
Revised/Reviewed:

Reconsideration of Library Materials in a School or Classroom Library

[Student choice reading is endorsed by the district as a key component of literacy and reading instruction. Students select reading materials with the understanding that parents or guardians will discuss concerns and expectations with them.]

A staff member who was responsible for the selection or retention of library material¹, a staff member of the school, student- [student] or a parent or guardian of a student of the school or resident of the district may raise concerns about the library materials available to students through district's school and classroom libraries. ~~This procedure is to provide a forum for those persons in the schools and the community who are not directly involved in the selection process.~~ Access to, or use of, materials under reconsideration will not be restricted during the reconsideration process.

Concerns and requests for reconsideration alleging a material constitutes protected-class discrimination may be submitted through and will be processed in accordance with the district's discrimination complaint policy and procedures.

Meetings of the reconsideration committee may be subject to Public Meeting Law.

This reconsideration process will be completed in its entirety and not subverted or ended prematurely. The person filing the request may withdraw their reconsideration request at any time during the process.

1. Concerns about ~~School or Classroom~~ Library Materials
 - a. Any concern made regarding ~~school or classroom~~ library materials by any staff member of the school, student- [student] or parent or guardian of a student of the school or resident of the district will be made known to the person responsible for the selection or retention. For library materials in school libraries, share concerns with the [building's designated librarian] [principal]. For library materials in classroom libraries, share concerns with the classroom teacher.
 - b. The person responsible for the selection or retention of the material in question will respond and attempt to resolve the issue informally. Alternatively, the person responsible for selection

¹ "Library materials" includes educational or literary materials that are nonfiction or fiction and that are available in print or an electronic format. "Library materials" do not include textbooks or instructional materials that are selected under ORS 337.120, 337.141 or 337.260.

or retention may move the concern to the [principal] in 1.d. An initial response will be provided within [15] days of receipt of the concern.

- c. If the person who made the inquiry is not satisfied, they can request a meeting with the [principal].
- d. The [principal] will meet with the person, attempt to resolve the concern, and document the meeting. The staff member responsible for selection **or retention** may be requested to attend this meeting. The [principal] will issue a follow-up communication about the outcome of the meeting to the person who made the informal inquiry and relevant staff within [10] days of receipt in 1.c.
- e. If the person who made the request is not satisfied with the outcome of the informal inquiry, they may file a written request for reconsideration within [10] days of the conclusion in 1.d. The initial contact from the person and any outcome of a meeting or conversation will be documented and maintained by the [principal].
- f. No library materials will be removed or restricted from use because of an informal concern **[by anyone other than the person responsible for selection or retention]**.

2. Request for Reconsideration of School or Classroom Library Materials

- a. A staff member **of the school, student-** [student] or parent or guardian **of a student of the school or resident of the district** wishing to file a request for reconsideration of library materials in a school or classroom library must complete Step 1 above, prior to filing a request.
- b. **Only requests for reconsideration from a staff member responsible for the selection or retention of the material, a staff member of the school, student- or a parent or guardian of a student of the school will be considered.** All requests for reconsideration will be in writing on the form prepared for this purpose, **signed by the person making the request**, and must be submitted to the [principal]. If a request for reconsideration involves more than one material, a separate form must be completed for each material. A request to reconsider multiple titles in a series may be submitted on a single form. All school offices will make forms available.
- c. Upon receipt of a request for reconsideration, the [principal] will notify all staff member(s) who are directly involved in the request[, and forward the request to the [district librarian]].
- d. The [principal] will, within [15] days, appoint a reconsideration committee ~~[by random selection] [from a pool of previously identified interested individuals]~~.
- e. Use of the material identified in the request for reconsideration will not be suspended **and shall not be removed** during the reconsideration process. Materials will not be removed for discriminatory reasons.

3. Reconsideration Committee

- a. The reconsideration committee will be made up of at least [seven] members [including, but not limited to]:
 - (1) Curriculum and Student Administrator (nonvoting facilitator);
 - (2) District Librarian;
 - (3) Two teachers;
 - (4) One administrator;
 - (5) Two members from the community [within the boundaries of the school district];
- b. (6) One secondary student (optional):

- (1) ~~[Two] teacher[s] [designated by the principal] and will be from the grade level of the material under reconsideration;~~
- (2) ~~[One librarian designated [annually] by the principal;]~~
- (3) ~~[One administrator designated [annually] by the principal;]~~
- (4) ~~[[Two] members from the community [having expressed willingness to serve on this committee] appointed by the principal;]~~
- (5) ~~[One student selected [annually] by the student council.]~~

[The reconsideration committee may include equity, Title IX and/or Section 504 personnel in discussions about requests that relate to an underrepresented group or a protected class.]

[The committee selected will only serve to consider the material, which is the subject of the request for reconsideration, unless otherwise specified. ~~'After completion of the reconsideration committee's responsibilities, committee members will be returned to the pool.'~~]

4. Procedures for the Reconsideration Committee

- a. [{²} Designate a committee member to keep minutes of the committee.]
- b. Every request for reconsideration will be acted upon by the committee. However, the committee may consider requests with similar concerns together.
- c. [Review applicable materials such as a copy of the district or school library mission statement and professional reviews of the materials being reconsidered, when available.]
- d. Be responsible for documenting all proceedings; adhering to established policies, procedures and guidelines; and preparing and presenting the recommendation **of the committee** to the [principal].
- e. Review the material under reconsideration in its entirety, considering the theme, concept, vocabulary, and illustrations (if any) as they apply to:
 - (1) [The material's availability for student selection from the school or classroom library;
 - (2) The alignment of the material with the school or classroom library material selection criteria;
 - (3) The material's reading level and intended audience (literary level to comprehend the words as opposed to controversial topics);
 - (4) The suitability of the material for the students it is available for; and
 - (5) Professional review sources for the title/material, when available.]
- f. An opportunity will be provided to the person who filed the request and staff member(s) involved to offer oral or written testimony on the reconsideration; outside consultants, lay people, other staff members, or other individuals may be offered an opportunity to provide oral or written testimony on the reconsideration within such procedures and limitations as may be established by the committee.
- g. The person who made the request will be kept informed by the principal or designee concerning the status of the request throughout the committee process. The person and known interested parties will be given notice of such meetings.

² ~~{Will the district provide staff to keep minutes, or will the committee be responsible for keeping its own minutes?}~~

h. Review and discuss possible options for a decision, including:

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- (1) Continued use of the material as used, with no restrictions;
 - (2) Restricted or modified use of the material in terms of [subject area, grade level, districtwide related to the specific request]; or
 - (3) Removal of the material from the educational setting.

Any decision to prohibit the selection or retention of, or refuse to select or retain, library materials on the basis that the materials include a perspective, study or story of, or are created by, any individual or group against whom discrimination is prohibited under ORS 659.850[, i.e., race, color, religion, sex, sexual orientation, gender identity, national origin, marital status, age or disability] is prohibited.

[The reconsideration committee will consider the material's suitability in the context in which the request for reconsideration was made.]

Following the discussion and review of possible options for recommendation, a committee member may offer a motion outlining the committee's recommendation. Action will be taken on the motion and any subsequent motions within the procedures outlined above and consistent with Oregon law.

~~The written recommendation and its justification from the committee will be forwarded to the [principal] within [seven] days of issuance of the recommendation. Within [seven] days of receipt of the recommendation by the [principal], a copy of the recommendation will be sent by the [principal or designee] to the person who requested the reconsideration and to the Board.~~

i. Procedures for voting:

- (1) A quorum³ will be present to act upon any business to come before the committee.
- (2) All outcomes of motions and votes will be recorded and reported in the minutes of the meeting(s).
- (3) Only votes of the members present at the time of the vote will be recorded⁴.
- (4) A vote in the affirmative from a majority of those present is required for a motion to pass.

The committee's **written** recommendation will be issued within [45] days of receipt of the original request ~~for reconsideration~~ received by the [principal]. ~~The response to the request for reconsideration will include the committee's decision [and information regarding an appeal to the [superintendent] [Board]. The decision will be copied to the involved parties, including the~~

³ A quorum is a majority (one-half of an odd number of members rounded up to the next whole number; one-half of an even number of members plus one). A quorum of a five-member committee is three; a quorum of a six-member committee is four; a quorum of a seven-member committee is four.

⁴ Committee members may attend virtually. Members attending virtually are considered present for quorum and voting purposes.

~~[principal]. The [principal] will also communicate the decision to the affected staff [and to the public].~~

The committee's written recommendation and its justification⁵ will be forwarded to the [principal].

~~—[The committee's decision will be the final decision of the district.]~~

5. The [principal] will review the committee's recommendation and communicate a decision within [10] days to the person making the request and affected staff, and to the public in the event there is a decision to remove library material.

6. [Appeal to the Superintendent ~~[Board]~~

A decision from the ~~reconsideration committee~~ [principal] may be appealed by ~~[{⁴}~~ the person who requested the reconsideration to the superintendent ~~[Board]~~ by submission of the appeal to the ~~[superintendent]~~ ~~[Board chair]~~ district office within [10] days from issuance of the ~~committee's~~ [principal's] decision. A copy of all procedural documents, recommendations, and decisions will be made available to the superintendent ~~[Board]~~. The superintendent ~~[Board]~~ should review whether the correct procedure was followed. If the correct procedure was followed, the superintendent ~~[Board]~~ should affirm the decision of the committee. ~~[The Board will make a decision regarding the appeal at a Board meeting.]~~ The superintendent ~~[Board]~~ will issue a written decision to the involved parties within [30] days of receipt of the appeal.]

[If an appeal is made, the decision made by the ~~reconsideration committee~~ [principal] [is suspended pending the appeal (meaning, if applicable, that the material may remain in use until the superintendent ~~[Board]~~ makes its decision)] [remains in effect until the appeal is decided by the superintendent. ~~[Board]~~]

An item approved for removal shall not be removed until a written explanation for removal from the committee is made available to the public (if the committee recommended removal).

The timelines in this administrative regulation may be modified by the district based on the availability of staff and/or committee participants. Notice of a modified timeline must be provided to the person who requested the reconsideration and staff member(s) involved.

Requests for reconsideration of the same materials will not be accepted for at least [two] calendar year[s] following issuance of a decision on those materials.

⁵ Includes an explanation supporting the recommendation.

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⁴ {Does the district want to limit who can file an appeal? Consider:

- ☐ Communication regarding the reconsideration committee's decision (if any member of the public can file an appeal, should the decision be communicated to the public);
- ☐ The impact of the decision (if the decision applies throughout the entire district, should the entire district be able to appeal the decision).}

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