

### **Challenges to Library Materials**

Upon receiving an oral challenge to library materials, the librarian shall provide the complainant with a complaint form (Exhibit #) and directions to return the form, when complete, to the librarian.

Upon receiving a completed complaint form, the librarian shall determine that the complaint arises from a parent, student, or staff member. Outside challenges need not be considered.

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.

If the librarian deems the challenged material appropriate, they are to take the following steps:

- Maintain the material in circulation
- Register the complaint with the American Library Association Office of Intellectual Freedom
- Acquire a copy of the material from another affiliated library
- Acquire copies of any professional reviews or other pertinent information
- Forward a copy of the complaint, the material in question, and all accompanying information to the Superintendent

The librarian needs to have completed the above listed steps within 10 work days of receiving the formal complaint. An extension may be granted if materials are difficult to procure from other affiliated libraries.

### **Superintendent**

Within 5 work days of receiving a Complaint form and accompanying materials, the Superintendent shall determine if a meeting with a complainant may resolve the issue. If so, he or she will schedule such a meeting. If the complainant fails to meet, the issue shall be considered resolved and the complaint closed.

APPROVED:            January 25, 2010