

Occasional objections to instructional materials will be made, despite the quality of the selection process. The North Lake School District supports the principles of intellectual freedom inherent in the First Amendment of the Constitution of the United States and expressed in the *Library Bill of Rights* of the American Library Association, the *School Library Bill of Rights* of the American Association of School Librarians, and *Freedom to Read* of the American Library Association. In the event that materials are questioned, the principles of intellectual freedom, the right to access of materials and the integrity of the professional library personnel must be defended rather than the materials.

If a complaint is made, the following procedures should be followed:

- A. Inform the complainant of the selection procedures and make no commitments.
- B. Invite the complainant to submit a formal "Request for Reconsideration of Materials" (copy of form is attached to this policy).
- C. Inform the principal and other appropriate personnel.
- D. Keep challenged materials on the shelves during the reconsideration process.
- E. Upon receipt of the completed form, the principal requests review of the challenged materials by an ad hoc materials review committee with fifteen working days, and notifies the superintendent that such review is being done. The review committee is appointed by the principal, with the concurrence and assistance of the library media specialist, and includes media professionals, representatives from the classroom teachers, and one or more parents.
- F. The review committee will take the following steps after receiving the challenged materials:
 1. Read, view or listen to the material in its entirety. (Examine the material as a whole, not passages pulled out of context.)
 2. Check recognized selection aids for evaluations of the material.
 3. Weigh the strengths and weaknesses of the material and form opinions based on selection criteria, relevance to the curriculum, and the educational philosophy of the school.
 4. Complete the appropriate "Checklist for School Media Advisory Committee's Reconsideration of Instructional Material" (copy of forms is attached to this policy).
 5. Review committee's recommendation will be sent to the principal, the superintendent, and the president of the Board of Education.
- G. The superintendent or his/her designee will inform the complainant of the recommendation of the review committee.
- H. A written appeal may be made to the superintendent concerning the review committee's recommendation.

NORTH LAKE SCHOOL DISTRICT
REQUEST FOR RECONSIDERATION OF MATERIAL

Title _____

Author _____ Type of Material _____

Publisher (if known) _____

Request initiated by _____

Telephone _____ Address _____

Complainant represents:

_____ Himself/Herself

_____ Name of Organization _____

_____ Identify other group _____

1. To what in the work do you object? (Please be specific; cite pages or selections.) _____

2. Of what value is this work? _____

3. What do you feel might be the influence of this work? _____

4. For what age group would you recommend this work? _____

5. Did you read/view the entire work? _____ If not, what pages or sections? _____

6. Are you aware of the judgment of this work by critics? _____

7. Are you aware of the educational purpose of using this work? _____

8. What do you believe is the theme or purpose of this work? _____

9. What would you prefer the school do about this work?
_____ do not assign or recommend it to my child
_____ withdraw it from all students
_____ send it to media committee for re-evaluation

10. What work would you recommend in its place that would convey as valuable a picture and perspective of a study or a set of values? _____

Signature of Complainant/Date _____

**NORTH LAKE SCHOOL DISTRICT
CHECKLIST FOR SCHOOL MEDIA ADVISORY COMMITTEE'S
RECONSIDERATION OF MATERIAL**

Fiction and Other Literary Forms

Title _____

Author _____

A. Purpose

1. What is the purpose, theme or message of the material? How well does the author/producer/composer accomplish this purpose? _____

2. If the story is fantasy, is it the type that has imaginative appeal and is suitable for children? ____ Yes ____ No; for young adults? ____ Yes ____ No
If both are marked no, for what age group would you recommend? _____
3. Will the reading and/or viewing and/or listening to material result in more compassionate understanding of human beings? ____ Yes ____ No
4. Does it offer an opportunity to better understand and appreciate the aspirations, achievements, and problems of various minority groups? ____ Yes ____ No
5. Are any questionable elements of the story an integral part of a worthwhile theme or message? ____ Yes ____ No

B. Content

1. Does a story about modern times give a realistic picture of life as it is now?
____ Yes ____ No
2. Does the story avoid an oversimplified view of life, one which leaves the reader with the general feeling that life is sweet and rosy or ugly and meaningless?
____ Yes ____ No
3. When factual information is part of the story, is it presented accurately?
____ Yes ____ No
4. Is prejudicial appeal readily identifiable by the potential reader?
____ Yes ____ No
5. Are concepts presented appropriate to the ability and maturity of the potential readers?
____ Yes ____ No
6. Do characters speak in a language true to the period and section of the country in which they live? ____ Yes ____ No
7. Does the material offend in some special way the sensibilities of women or a minority group by the way it presents either the chief character or any of the minor characters? ____ Yes ____ No

Fiction and Other Literary Forms (continued)

- 8. Is there preoccupation with sex, violence, cruelty, brutality, and aberrant behavior that would make this material inappropriate for children? _____Yes _____No ; for young adults? _____Yes _____No
- 9. If there is use of offensive language, is it appropriate to the purpose of the text for children? _____Yes _____No; for young adults _____Yes _____No
- 10. Is the material free from derisive names and epithets that would offend minority groups? _____Yes _____No; children? _____Yes _____No
- 11. Is the material well written or produced? _____Yes _____No
- 12. Does the story give a broader understanding of human behavior without stressing differences of class, race, color, sex education, religion or philosophy in any adverse way? _____Yes _____No
- 13. Does the material make a significant contribution to the history of literature or ideas? _____Yes _____No
- 14. Are the illustrations appropriate and in good taste? _____Yes _____No
- 15. Are the illustrations realistic in relation to the story? _____Yes _____No

Additional Comments:

Recommendation by School Media Advisory Committee for treatment of challenged materials:

Date _____

Signature of Media Advisory Review Committee

_____	_____
_____	_____
_____	_____
_____	_____

**NORTH LAKE SCHOOL DISTRICT
CHECKLIST FOR SCHOOL MEDIA ADVISORY COMMITTEE'S
RECONSIDERATION OF MATERIAL**

Nonfiction

Title _____

Author _____

A. Purpose

1. What is the overall purpose of the material? _____

2. Is the purpose accomplished? ____ Yes ____ No

B. Authenticity

1. Is the author competent and qualified in the field? ____ Yes ____ No

2. What is the reputation and significance of the author and publisher/producer in the field? _____

3. Is the material up-to-date? ____ Yes ____ No

4. Are information sources well documented? ____ Yes ____ No

5. Are translations and retellings faithful to the original? ____ Yes ____ No

C. Appropriateness

1. Does the material promote the educational goals and objectives of the curriculum of the district? ____ Yes ____ No

2. Is it appropriate to the level of instruction intended? ____ Yes ____ No

3. Are the illustrations appropriate to the subject and age levels? ____ Yes ____ No

D. Content

1. Is the content of this material well presented by providing adequate scope, range, depth, and continuity? ____ Yes ____ No

2. Does the material present information not otherwise available? ____ Yes ____ No

3. Does this material give a new dimension or direction to its subject?
____ Yes ____ No

E. Reviews

1. Source of review _____
Favorably reviewed ____ Unfavorably reviewed ____

Nonfiction (continued)

2. Does this title appear in one or more reputable selection aids? ___Yes ___No
If answer is yes, please list titles of selection aids: _____

Additional Comments:

Recommendation by School Media Advisory Committee for treatment of challenged materials:

Date _____

Signature of Media Advisory Review Committee

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____