

**Series 6000 – Instruction**

**1. Elementary and Secondary**

**F. Instructional Resources**

**(1) Equipment, Books and Materials: Provision/Selection**

**(a) Evaluation/Selection of Instructional Materials for the Library/Media Centers**

**(i) Reconsideration of Materials**

The following procedures shall be followed in requesting the evaluation of library materials.

1. All requests for reconsideration of materials to staff members shall be reported to the building principal involved, whether received by telephone, letter, or in personal conversation.
2. The principal shall contact the person requesting reconsideration to discuss the issue and attempt to resolve it informally by explaining the philosophy and goals of the school district and/or the library media center.
3. If the issue is not resolved informally, the person requesting reconsideration shall be supplied with a packet of materials consisting of the District's instructional goals and objectives, materials selection policy statement, and the procedure for handling objections. This packet also will include a standard printed form, which shall be completed and returned before consideration will be given to the issue. At the discretion of the principal and after consultation with Central Office, materials may be temporarily removed from circulation pending decision by the Review Committee.
4. A report will be sent to the Superintendent of Schools by the building library media specialist no later than 15 school days after the receipt of the request. This report should include letters, the completed forms, reviews, and any other pertinent materials provided by the parties involved.
5. If the person requesting reconsideration is not satisfied with the informal resolution, a written request may be made to the Superintendent of Schools. This request must include copies of the completed request form and should indicate the areas of dissatisfaction.
6. The Superintendent shall establish an ad hoc Review Committee broadly representative of teachers competent in the area of the content covered by the print or non-print materials, and administrators, directors, and supervisor appropriate to the level and/or subject for which material is used, and a parent. An independent media specialist shall also serve on the Review Committee.

The committee shall meet to discuss the materials, following the guidelines set forth in Instructions to Reconsideration Committee, and shall prepare a report on the material containing its recommendations on disposition of the matter.

7. The Superintendent's action on a written request on the Statement of Concern About Library Resources form shall be taken no later than 15 school days after receipt of the request. The requester will be notified of the date of the review at least ten days before the review.
8. A written report from the Review Committee shall be submitted to the Superintendent. The Superintendent shall then communicate the decision to the person requesting the re-evaluation.
9. Should the decision of the Committee as reported to the Superintendent not satisfy the person requesting the reconsideration, the Board of Education may hold a special hearing to review the Superintendent's decision.
10. Once instructional material has been adopted and re-evaluated, the material cannot be subject to further review without special authorization by the Board of Education. Challenged instructional materials shall remain in the use in the school's library media center pending final decision.

Regulation adopted: April 3, 1984  
Regulation revised: February 27, 2007

SUFFIELD PUBLIC SCHOOLS  
Suffield, Connecticut

**SAMPLE LETTER TO COMMUNITY MEMBER REQUESTING  
RECONSIDERATION**

Dear:

Date:

We appreciate your concern over the use of \_\_\_\_\_ in The Suffield Public School District. We have developed procedures for selecting materials, but realize that not everyone will agree with every selection made. To help you understand the selection process, we are sending copies of our:

1. Goals and Objectives - 6010
2. Evaluation/Selection of Instructional Materials for the Library/Media Centers – 6161.1
3. Reconsideration of Materials – 6161.12R

If you are still concerned after you review this material, please complete the Statement of Concern About Library Resources form and return it to me. You may be assured of prompt attention to your request.

If I have not heard from you within two weeks from the date of this letter, I will assume you no longer wish to file a formal complaint.

Sincerely,

Librarian/Media Specialist

**STATEMENT OF CONCERN ABOUT LIBRARY RESOURCES**      **Date** \_\_\_\_\_

Please return this form to the Librarian/Media Specialists

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State, Zip \_\_\_\_\_

Phone \_\_\_\_\_

1. Resource type: \_\_\_Book \_\_\_Magazine \_\_\_Newspaper \_\_\_Audiovisual \_\_\_Other

Title \_\_\_\_\_

Author/Producer \_\_\_\_\_

2. What brought this resource to your attention?

3. Please comment on the resource as a whole, as well as being specific on those matters, which concern you.

4. What resource(s) do you suggest to provide additional coverage on this topic?

## **INSTRUCTIONS TO RECONSIDERATION COMMITTEE**

Bear in mind the principles of the freedom to learn and to read and base your decision on these broad principles rather than on defense of individual materials. Freedom of inquiry is an essential ingredient of education in a democracy and part of our philosophy.

Read thoroughly all materials referred to you, including available reviews and the full text of the challenged material. The general acceptance of the material could be checked by consulting standard evaluation sources and local holding in other schools. Passages or parts should not be pulled out of context. The values and faults should be weighted against each other and the opinions based on the material as a whole, just as learning resources have been initially selected for their strengths rather than rejected for their weaknesses.

The Superintendent will present your report, including both majority and minority opinions, to the complainant at the conclusion of your discussion of the questioned material. Further, it will be presented to the Board at their regularly scheduled meeting for final review.

Attached: ALA Freedom to Read Statement