

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: KLB-R
Date of Adoption: August 1972 Dates of Revision: August 20, 1997, April 3, 2002	Page 1 of 3

*COMPLAINTS CONCERNING SCHOOL LIBRARY AND INSTRUCTIONAL MATERIALS*

The following procedures have been established to provide a system for receiving, considering, and acting upon written complaints regarding library and instructional materials used by the school district.

**LIBRARY MATERIALS**

The Oyster River School District's libraries maintain collections to support the educational mission of our schools. The policy for selection of materials is defined by the Library Media Collection Development Policy (IIAC) which supports the freedom to read and the professional responsibilities of the school staff. It is recognized that opinions differ concerning appropriateness of library materials. Occasionally an individual or group may find materials used in the schools in conflict with their views. The following procedures have been established to provide a system for receiving, considering, and acting upon written complaints regarding library materials used by the school district.

1. Any complaints concerning library material should be reported to the building principal who will inform and consult with the certified library media personnel regarding the complaint.
2. The principal or the certified library media personnel will contact the complainant to discuss the problem. The philosophy and goals of the school district and the library media center will be explained at this time.
3. If the complaint is not resolved at this level, the complainant will be supplied a packet of materials consisting of the district's instructional goals and objectives. The Library Media Collection Development Policy (IIAC) statement and the procedure for handling objections. This packet will also include the Oyster River School District Request for Review of Library Materials which must be completed and returned before formal review of the complaint can begin.
4. If the Request for Review of Library Materials has not been received by the principal within two weeks, the issue will be considered closed.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: KLB-R
Date of Adoption: August 1972 Dates of Revision: August 20, 1997, April 3, 2002	Page 2 of 3

*COMPLAINTS CONCERNING SCHOOL LIBRARY AND INSTRUCTIONAL MATERIALS*

LIBRARY MATERIALS (continued)

5. The building principal will acknowledge the receipt of a completed Request for Review and will assemble a review committee of five (or more) members consisting of him or her self, the certified library media personnel, one or more classroom teacher(s) and other appropriate individuals.
6. An individual student may be excused from using challenged materials after the parent or guardian has presented a written complaint.
7. In accordance with the statement of philosophy, no questioned materials shall be removed from the school library media center until the review committee has rendered a decision.
8. The review committee shall consider: the educational mission of the school district; the Media Collection Development Policy (IIAC); the professional opinions of other librarians or teachers and of other competent authorities; reviews of the materials by reputable bodies; the librarian's stated reason for selecting the materials; the objectives for having or using the materials; and the objections of the complainants in its deliberation.
9. The principal will notify the complainant in writing of the committee's decision and the reasoning behind it. A written report and recommendation will be sent to the superintendent. The principal will take appropriate action.
10. The decision of the review committee may be appealed to the superintendent.

(Adapted from Henry Reichman's *Censorship and Selection*, a joint publication of the American Association of School Administrators and the American Library Association, 1988.)

INSTRUCTIONAL MATERIALS

All complaints regarding curricular or alternative instructional materials must be presented in writing to the building principal and will include the name of the author, title, publisher, and the objections by pages and items, or, in case of materials other than printed material, written information specifying the precise nature of the objection shall be given. The statement must be signed and identified in such a way that a proper reply will be possible.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: KLB-R
Date of Adoption: August 1972 Dates of Revision: August 20, 1997, April 3, 2002	Page 3 of 3

*COMPLAINTS CONCERNING SCHOOL LIBRARY AND INSTRUCTIONAL MATERIALS*

INSTRUCTIONAL MATERIALS (continued)

When a complaint is received by a principal, the principal will acknowledge the receipt of the complaint and answer any questions regarding the procedure. The principal will then notify the assistant superintendent for instruction and the teachers involved. The assistant superintendent for instruction will determine whether the complaint should be considered an individual request or if a building or district level review committee should be activated to evaluate the material.

An individual student may be excused from using challenged materials after the parent or guardian has presented the written complaint. The teacher will then assign the student alternate materials of equal merit.

The *building level review committee* shall be under the direction of the assistant superintendent for instruction and composed of the building principal and four or more members selected by him/her from school or district personnel directly concerned.

The *district level review committee* shall be under the direction of the superintendent and composed of the assistant superintendent for instruction and five or more members selected by him/her from the administrative and instructional areas directly concerned.

The use of challenged materials by class, school or district shall not be restricted until final disposition has been made by the appropriate review committee, but individuals may be excused from using challenged materials.

In deliberation of challenged materials, the review committee shall consider:

- the educational philosophy of the school district;
- the professional opinions of other teachers of the same subject, and of other competent authorities;
- reviews of the materials by reputable bodies;
- the teacher's own stated objectives in using the material;
- the objectives in having or using the materials; and
- the objections of the complaints.

The findings of the committee shall be a matter of written record and transmitted to the superintendent and the assistant superintendent for instruction who will determine how interested parties shall be notified.