

Procedure for Reconsideration of Library Materials

Effective 9/7/2022

Despite the quality of the selection process, occasional objections to library materials may take place. The procedure for handling objections to library materials from parents/guardians of students from Marblehead Public Schools is as follows:

1. Challenged materials will remain available and lesson plans will proceed as scheduled until a final decision is made.
 - a. If an individual or group takes action to keep materials from remaining available to patrons, such as checking it out and failing to return it, the Superintendent or Superintendent's designee shall request, in writing, the return of the material. If it is not returned within 30 calendar days from the due date, a bill for the current replacement cost of the item shall be rendered to the party holding the item.
2. All library material concerns should be initiated with the building principal, who will inform the complainant of the formal library materials reconsideration procedure, provide the complainant with the Request for Reconsideration of Library Materials Form and attempt to resolve the concerns informally.
3. A request for reconsideration of library materials will not be considered pending until the complainant returns the Request for Reconsideration of Library Materials Form to the building principal. When a complainant returns the Request for Reconsideration of Library Materials Form to the building principal, the request will be reviewed by the building principal or principal's designee for sufficiency. A request for reconsideration may be dismissed by the principal or the principal's designee for insufficiency if: a) the Request for Reconsideration of Library Materials Form is incomplete; b) the complainant indicates that they have not read or viewed all of the challenged library material on the form; or, c) if the LMR Committee has reviewed the questioned library material and decided the material would remain in use relative to the same or substantially similar concerns in the last three school years.
4. If the building principal or principal's designee determines the complaint is sufficient, the principal will convene a Library Materials Reconsideration (LMR) Committee consisting of:
 - a. The principal at the school receiving the complaint
 - b. The library media specialist from the building where the complaint originated
 - c. One teacher from the building where the complaint originated
 - d. One PCO member from school where challenge originated
 - e. One school committee member
 - f. At the Principal's discretion, 2 students in grades 7-12 may be appointed.
5. The LMR Committee will read and examine the Request for Reconsideration of Library Materials Form, the referred materials, and then meet to discuss the material using reviews from professionally recognized sources and the criteria for selection. The LMR Committee will:
 - a. Keep in mind the freedom of inquiry
 - i. [Interpretations of the Library Bill of Rights](https://www.ala.org/advocacy/intfreedom/librarybill/interpretations)
<https://www.ala.org/advocacy/intfreedom/librarybill/interpretations>
 - ii. American Library Association [Academic and Intellectual Freedom](https://www.ala.org/advocacy/intfreedom)
<https://www.ala.org/advocacy/intfreedom>

- b. Study thoroughly all materials and read available reviews, standard re-evaluation aids and local holdings of other schools.
 - c. Committee should review an LMR report if one has been made elsewhere in the district on the same material.
 - d. Consider the materials as a whole rather than passages pulled out of context, and consider the literary merit of the materials.
 - e. Create a written report which includes both majority and minority opinions of LMR Committee members.
6. The LMR Committee members will decide within 10 calendar days of convening to review the request for reconsideration if the questioned material will remain in school use, be restricted or be removed. A written record of the meeting and decision will be given to the complainant and any other relevant parties, with a copy filed in the principal's office for a minimum of seven years.
7. The decision of the LMR Committee is binding at the grade levels or schools where the objection originated.
8. The complainant may appeal the LMR Committee's decision to the School Committee by written request to the School Committee within 10 calendar days of the LMR Committee's decision. If the School Committee does not receive an appeal within 10 calendar days of the LMR Committee's decision, the LMR Committee's decision is final and no longer eligible for appeal. Appeals filed after 10 calendar days of the LMR Committee's decision will be automatically dismissed and not reviewed by the School Committee. For timely appeals, the School Committee will review the complainant's original request for reconsideration, the LMR Committee report and decision, the complainant's appeal as well as the district's relevant policies and determine whether to uphold or overturn the LMR Committee's decision on whether the material shall remain in school use, be restricted or be removed. The School Committee will make a final determination in writing within 30 calendar days of receipt of the complainant's appeal. The district will notify the complainant of the appeal decision. The School Committee may consult with outside organizations such as the MA School Library Association and the American Library Association in making their final decision. While the complainant's appeal is pending, the LMR Committee's decision stands and will be enforced unless and until the School Committee issues a final decision overturning the LMR Committee's decision. Once the School Committee issues a final decision on the appeal, the material in question will remain, be restricted or be removed from the collection in compliance with the final decision of the School Committee.
9. If a challenged material has been reviewed and upheld, it may not be subjected to further reconsideration for three years from the date of the decision report for the same or substantially similar concerns.
10. Given that each consideration requires all members of the LMR Committee to read the entire book, if multiple books in the same school are challenged at the same time, one book will be evaluated at a time. Once a determination is made and the reconsideration is complete, the reconsideration procedure may begin for a subsequent challenge, and so on according to the order in which challenges were received.

Request for Reconsideration of Library Materials

If you wish to request reconsideration of library resources, please return this completed form to the school principal. Please note that challenged material will remain in use and shall not be removed until the formal due process procedures have been completed.

In order for your challenge to be processed, you must respond fully and completely to all of the following questions:

Request Initiated by: _____

Telephone _____ email _____

Address _____ City _____

Parent/Legal Guardian of: _____

Which school does your child attend: _____

What brought this resource to your attention? _____

Date of the initial discussion/conference between requester and school principal regarding
this material: _____

Request for Review

Title: _____ Type of Material: _____

Author: _____ Copyright Date: _____

Did you read or view all of the material? Yes _____ No _____

Please note that your challenge will be dismissed if you have not read or viewed the material in full. You may want to delay completion of this form until you have read/viewed the material completely. When you have read/viewed the material, please summarize it.

How does this resource NOT meet the [library selection criteria](#)? Please be specific.

Have you read professional reviews of this material? How has the material been assessed by educators and professional book reviews? Please identify which sources you reference.

What specific concerns do you have about the resource? Please provide page numbers or location of information in the material to support your concerns.

How do you perceive students would be impacted by this material? Please cite evidence.

Are there resources of equal educational quality and value which you would recommend to replace this resource? Please provide professional reviews.

What would you like the school to do about this material?

Signature of Requester: _____

Date: _____

Recommendation from LMR Committee:

Date: _____

LMR Committee member names and signatures:
