

RECONSIDERATION OF LIBRARY MEDIA MATERIALS

To Register objections to media materials:

Anyone who is a certified staff member or a resident of the Lafayette School Corporation has the right to voice objections to specific media materials that are owned and/or circulated by one or more of the school media centers. Such individual shall first contact the building principal who shall arrange for a discussion including at least the principal, the building media specialist, and the complainant. This discussion will include a hearing of the objection as well as a review of the philosophy and goals of LSC Media Services and the materials selection policy and procedures that are used.

If following the meeting, the complainant still wishes to request the removal of the materials in question, (s) he shall file a formal complaint by completing the Request for Reconsideration of Library Media Materials form and following the procedure below:

Library books or materials involved shall continue to be circulated in the building where the complaint has been filed until a resolution has been reached.

1. A copy of the Request for Reconsideration form shall be submitted to the principal of the building and to the Superintendent's designee.
2. Within ten (10) school days after the Request for Reconsideration of library media materials is filed, a committee shall be convened; such committee shall be appointed by the Superintendent. This committee shall consist of the principal of the school, library media personnel representing the (1) elementary, and (1) secondary, the Supervisor of Media Services, and one or more Lafayette School Corporation teachers who have used the materials. Within fifteen (15) school days after the initial meeting, the committee will evaluate the materials challenged as to their conformity to the aforementioned principles and submit a recommendation as to its future use. The committee may call in or consult such experts as it may deem necessary.
3. The committee shall submit its recommendations in writing to the Superintendent's designee who will then make the final decision and notify the complainant of the disposition of the case.
4. If the decision made is to remove the material (s) from the collection, then the Superintendent's designee shall notify all schools at the same level (elementary or secondary) that the materials are to be pulled from the collections.
5. Appeals concerning library media selections must be made in writing to the Superintendent within ten (10) days after notification of the review committee ruling. The Superintendent shall, within ten (10) school days after receipt of the appeal, notify the challenger in writing of his/her decision.
6. No new complaint may be filed involving materials already reviewed for three years after the date of the recommendation.

Board Adopted: July 13, 1987

Revised: March 8, 1993

Revised: March 11, 2002