

Book Reconsideration Process

There is a difference between a challenge and a concern. The following bullet points will help you differentiate between the two before moving on with the review process.

Concerns

- Parents are concerned about inappropriate material for their students based on age.
- Parents do not want their specific student to read content they believe to be offensive or inappropriate.
- These instances involve conversations and find a solution to the concern.
- If a parent shares a concern, ask if they read the book. If they have not, request that they read the book in its entirety before a conversation takes place.
 - Often the parent does not deem it appropriate for only their child ; it is perfectly fine not to check out materials for a specific child based on parent requests.
 - Add a note in Destiny that the student is not allowed to check out the book the parent has a concern with or a section/series of books.
 - If limiting the checkout of the book to the student resolves the situation, no other steps are needed.
- Once received, all concerns to staff members shall be reported to the site administrator, whether received by telephone, letter, or in personal conversation.

Challenges

- A challenge is an attempt to remove or restrict materials, based upon the objections of a person or group.
- Challenges do not simply involve a person expressing a point of view; rather, they are an attempt to remove material from the curriculum or library, thereby restricting the access of others.
- Removing a resource requires that the individual follow the proper steps as outlined in this process.

Book Challenge Process (Removing a Book)

- Once received, all complaints to staff members shall be reported to the site administrator, whether received by telephone, letter, or in personal conversation.
- The building Administrator should be involved in the process, once there is a complaint.
- After speaking with the building Principal, if a person shares a concern and wants to remove the resource from the curriculum or library, they must fill out the Request for Reconsideration of Instructional Materials form.
- The Request for Reconsideration of Instructional Materials form must be filled out by a staff member, district resident, or parent/guardian of children enrolled in the district.
- The form is submitted to the building Administrator for review and approval.
- If approved, the challenged material will be reviewed by a committee of: the building Administrator, LMS, two staff members, and a parent representative.
- The committee will be given time (maximum of 60 calendar days) to read and personally review the material before meeting as a group to discuss the content.
- The Administrator will present the decision to the parent/guardian that filed the complaint.
- If the complaint is not resolved, the form will be forwarded to the Central Office for review by the Superintendent and the School Board.

Collection Development Process

Selection Guidelines

It is the intention of the Marshfield R-1 School District to provide a broad range of materials to enrich and support the curriculum and personal interests of students. Resources should meet the diverse needs of students, teachers, and staff. When applicable, materials should be available in a variety of formats such as physical, electronic, and audio. Additionally, resources should represent varying levels of difficulty and multiple points of view and interests.

Responsibility for Selection of Library and Instructional Resources

1. The library materials selection process is primarily the responsibility of the certified Library Media Specialist for each building.
2. Library materials can also be requested by administrators, staff members, students, and community members.
3. Each collection will be developed systematically, ensuring a well-balanced collection covering district and curricular goals, students' needs and interests, age, and developmentally appropriate.
4. Selections may be evaluated:
 - a. By the Library Media Specialist, teachers, Administration.
 - b. Based on outside professional library tools and other book review media.
 - i. *Booklist; Common Sense Media; Horn Book; Library Journal; School Library Journal, Kirkus Review, Follett Titlewave, MASL State Nominees* and other appropriate sources.
 - c. Through communication with other library professionals.
5. Some libraries may designate a higher reading section with permission from the parents to read from that section.
 - a. The Marshfield Junior High has a Young Adult section for 7th and 8th grade students to read materials categorized by the publishers as 8th grade and above. Students must return their YA form prior to checkout from this section.
 - b. The Shook library has a Tween section for 5th grade students to read with parental permission. These are materials categorized as grades 5-8 or books with more mature content or subjects. Students must have signed permission from parents before checking out from this section.
6. When formulating and following library guidelines, each library will reference those written by the American Association for School Libraries (AASL), a branch of the American Library Association (ALA), Missouri Association of School Library (MASL), and the Marshfield R-1 School Board.

REQUEST FOR RECONSIDERATION OF INSTRUCTIONAL MATERIALS

This form is for use by district employees, district residents, or parents/guardians of children enrolled in a district school to challenge the content or use of an instructional material.

Date: _____

Name: *(Anonymous complaints will not be accepted)*

Group representing (if any): _____

Phone: _____ E-mail Address: _____

Address: _____

Material Being Challenged: _____

Title: _____

Author: _____

Publisher & Date of Edition: _____

Name of School/Classroom Material Was Used: _____

Is the resource part of the curriculum, library collection, or other? _____

What brought this resource to your attention? _____

Did you read the entire book?

___ Yes

___ No

If not, what percentage did you read/view, or what parts?

What concerns you about the resource?

What do you feel might be the result if a student reads/views this material?

For what age group would you recommend this material? _____

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

- ☐ Do not assign it to my child
- ☐ Withdraw it from all students
- ☐ Reconsider it

Please specifically state the nature of your concern or objection and identify your objection by page number(s) or words used in the material. You may use additional pages if necessary.

Signature of Complainant:

For District Use

Request Received By: _____ Date: _____