



SDMC Library Media Material Reconsideration Procedure

Members of the School District of Manatee County community may question the inclusion of material in a school's library media collection, following these steps:

1. If a complaint is not resolved informally at the school level, the complainant will be supplied with the SDMC Library Media Material Reconsideration Procedure, also found on the SDMC website under Library and Media. This will include a Request for Reconsideration of a Book/Material form, which shall be completed and returned before consideration will be given to the complaint.
2. The Request for Reconsideration of a Book/Material form, completed by the original complainant, and any related documents are forwarded to the District Library Media Specialist and the Executive Director of Curriculum.
3. The Executive Director of Curriculum will notify the school or schools that have the identified book/material in their media center collection. All submitted documents will be shared with the Principal(s).
4. Responsibilities of the School(s):
 - a. The Principal or a designated committee shall:
 - i. Inform the school's SAC of the reconsideration.
 - ii. Review the challenged books or materials.
 - iii. Review the completed Request for Reconsideration of a Book/Material form.
 - iv. Consult professional review and academic resources to weigh the merits against alleged faults in light of the material as a whole.
 - v. Determine the extent to which the material meets the FLDOE Criteria for Selection to reach a school decision.
 - vi. A decision report will be prepared and sent to the Executive Director of Curriculum within 30 days of the school being notified or as soon as possible after the required SAC notification.
 - vii. The questioned material will be placed with a parent consent requirement during the period of assessment.
5. Responsibilities of the District:
 - a. The Executive Director of Curriculum or designee shall:
 - i. Work with the school(s) to communicate any and all information required to make a school-based decision.
 - ii. Communicate the school decision to all school principals and community stakeholders.

6. If the reconsideration of a book or other media material is not resolved at the school level, the complainant will be supplied with the SDMC Library Media Material Reconsideration Appeal Procedure, also found on the SDMC website under Library and Media. The appeal form and all related items will be referred to the School Board for review.
 - a. The School Board shall:
 - i. Review the challenged books or materials.
 - ii. Review all associated paperwork.
 - iii. Determine the extent to which the material meets the Criteria for Selection as defined by the FLDOE Training released on January 1, 2023.
 - iv. A decision report will be prepared and sent to the complainant within 30 days of the School Board convening.
 - v. The questioned material will be placed with a parent consent requirement during the period of assessment.



Request for School Board Reconsideration of Library Media Materials

Author:

Title:

Publisher (if known):

Request initiated by:

Telephone:

Address:

City:

Zip:

1. To what in the book/material do you object: (Please be specific; cite pages, frames of films, dialogues, etc.)?
2. Where did you first learn of this item?
3. Have you read the book in its entirety?
4. Is there any additional information you would like us to consider in our evaluation?
5. What would you like the final outcome to be for this library media item or items?
 - a. Remove from all Manatee School District Media Centers?
 - b. Remove from certain grade levels? If yes, enter grade levels:
 - c. Allow in Manatee School District Media Centers with a Parent Consent Requirement?
 - d. Other:



Board Appeal – Library Media Materials

Author:

Title:

Publisher (if known):

Request initiated by:

Telephone:

Address:

City:

Zip:

Please state the reasons why you are appealing the decision of the school or schools. Be as detailed as possible in your response, including your reasons for the objection and the outcomes you are seeking.