

## **SDMC Library Media Material Reconsideration Procedure**

### **Procedure for Handling Formal Reconsiderations of Library Media Materials**

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, the complainant will be supplied with a packet of materials consisting of the SDMC Library Media Materials Selection Policy and the SDMC Library Media Material Reconsideration Procedure also found on the SDMC website under Library and Media. This packet also 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. At the District level:
  - a. The Request for Reconsideration of a Book/Material form, completed by the original complainant, and related documents are forwarded to the District Library Media Materials Committee.
  - b. The District Committee is comprised of the appropriate Curriculum Directors, District Media Specialist, up to four (4) school-based personnel, and two (2) parents/guardians of current SDMC students
  - c. The District committee shall:
    - i. Review the challenged books or materials.
    - ii. Review the completed Request for Reconsideration of a Book/Material form.
    - iii. Consult professional review and academic resources to weigh the merits against alleged faults in light of the material as a whole.
    - iv. The committee will determine the extent to which the material meets the SDMC Criteria for Selection to reach a school decision.
    - v. A decision report will be prepared and sent to the complainant within 30 days of the committee convening.
    - vi. The questioned material will be withdrawn from use during the period of assessment.