

## Marlborough Public Schools

### Procedures for the Reconsideration of Library Media Materials

(This does not include networked resources. See MPS Acceptable Use Policy)

- A. Occasionally objections to material may be voiced by the public despite the qualifications of the person making the selection for that library/media center and the care taken in the selection process. Any such objection should be communicated to the library media specialist in charge of that building who can provide information regarding the selection and use of the material.
- B. If the objection cannot be resolved informally, and the individual wishes to make a formal complaint, this individual should complete the form entitled *Request for Reconsideration of School Library Media Materials* (Appendix B), and return the completed form to the building principal.
- C. The principal will notify the library media specialist and the Superintendent of the material challenge.
- D. After receiving the completed form, the building principal will convene a building level committee. The building level committee will consist of the building principal, library personnel, a teacher and/ or a department chairman, at least one parent/legal guardian of a student in the school, and a student designee (at the principal's discretion).
- E. The building level committee will:
1. Elect a chairperson
  2. Have read, listened to, or viewed the material in its entirety prior to discussion
  3. Evaluate the material in the light of the completed form, *Request For Reconsideration of School Library Media Materials*, and the MPS Library Selection Policy
  4. Interview the complainant
  5. Reach a decision as to the appropriateness of the material for the building collection (each member will have an equal vote)
  6. Direct the chairperson to issue a report of the committee's decision, including upon the request of any member, a minority report
  7. Submit the report to the Superintendent of Schools, including any minority report
- E. The building principal will make an appointment with the complainant and discuss the committee's report.

Attachment B

F. If the complainant is still dissatisfied, the Superintendent of Schools will review the report, and discuss it with the Media Review Committee and the complainant, if such discussion is deemed necessary. The Superintendent will inform the committee and the complainant of their decision.

G. If the complainant wishes to appeal the Superintendent's decision, the Superintendent will submit the Media Review Committee's report, with the *Request for Reconsideration of School Library Media Materials* form and their recommendation for action to the School Committee.

H. The School Committee will make the final decision.