

Procedure for Citizen's Request for Reconsideration of Educational Media

The American Library Association offers extensive guidance for reconsideration of educational media. In accordance with the American Library Association, Newport Public Schools follow the following procedures:

1. Listen courteously to complaint. Do not argue or offer your own opinion.
2. Instruct complainant to complete the **Citizen's Request for Reconsideration of Educational Media** form.
 - Give the complainant
 - a copy of the material in question,
 - the NNPS School Board Policy IJ-P, and the
 - Reconsideration Form. Write the completion deadline on the form.
 - Instruct complainant to return all materials within 7 days.
3. When the librarian receives the Reconsideration Form from the complainant, inform in writing:
 - the building principal,
 - the Supervisor of Library Media Services,
 - the Chief Academic Officer, and
 - the appropriate Executive Director.
4. Convene the school's Media Committee. Provide each person with a copy of
 - the material,
 - the completed reconsideration form, and
 - School Board Policy IJ-P.
5. Each member of the Media Committee will
 - Read or examine the material in its entirety.
 - Examine reviews of the material.
 - Consider the material as a whole with respect to the views of professional staff, students, and teachers as well as the collection development criteria outlined in School Board Policy IJ-P.
 - Meet to discuss the material and prepare a written report within thirty (30) days from receipt of Reconsideration form.
6. The librarian will file copies of the written report with the building principal, the Supervisor of Library Media Services, the Chief Academic Officer, and the appropriate Executive Director.
7. The librarian will notify the complainant of the Committee's findings.
8. The item under consideration will remain in circulation for the duration of this procedure.
9. If the complaint is not resolved at the individual school level (for example, if the committee cannot reach a decision, or if the complainant wishes to appeal the decision), refer it to the Supervisor of Library Media Services, who will convene a Division Evaluation Committee consisting of the Executive Director of Curriculum and Instruction, Supervisor of Library Media Services, appropriate instructional supervisor(s), parents, and students as appropriate.

10. The Division Evaluation Committee will follow the same procedures as above, reporting its findings to the Superintendent.
11. The Superintendent will make recommendations to the School Board, which will act to retain, modify or withdraw challenged materials.
12. The complainant will be notified of the action taken.



Citizen's Request for Reconsideration of Educational Media

The Newport News School Board has delegated the responsibility for selection and evaluation of library materials to the school library media specialists, and has established reconsideration procedures to address concerns about those resources. Completing this form is the first step in those procedures.

If you wish to request reconsideration of library resources, please return this completed form to the principal of your child's school by _____.

Name _____ Telephone _____

Address _____ Zip Code _____ Email _____

Do you represent self? _____ Organization? _____

_____ (name of organization)

Resource on which you are commenting:

_____ Book _____ Video/DVD _____ Display _____ Magazine _____ Library Program

_____ Newspaper _____ Magazine _____ Audio Recording _____ Electronic Information (please specify) _____ Other _____

Title _____ Author/Producer _____

What brought this resource to your attention?

What concerns you about the resource (please cite page numbers, paragraphs, segments)? _____

Is there another age group for whom you feel this item would be appropriate? Yes / No

If so, which age group? _____

Did you read / view / listen to the entire item? Yes / No

If so, please provide page numbers, paragraphs, and examples of content in question.

Can you suggest other resources to provide additional information or other viewpoints on this topic?

Signature of Complainant

Date
