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| DESCRIPTOR TERM: Instructional Program | Millard District Policy File Code: 5195 Approved: 07-12-18 |
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MEDIA COLLECTIONS: DEALING WITH OBJECTIONABLE MATERIALS

PURPOSE / PHILOSOPHY

The "School Library Bill of Rights" (copy attached) shall serve as a guide when objectionable or controversial issues arise regarding media collections housed in the Millard School District. Censorship shall be challenged in order to maintain the school's responsibility to provide a wide range of information and enlightenment to students of Millard School District.

A. GUIDELINES REGARDING OBJECTIONS TO MEDIA COLLECTIONS

1. When a complaint is registered, send the attached letter and form to the complainant to complete. No action will be initiated regarding the media collection in question until the paperwork is on file.
 - a. Criticism must be presented in writing, on the form provided, and must include specific information and references to the materials found objectionable.
 - b. The form must be signed by the complainant.
 - c. The form is presented to the administrator for further action.
2. The administrator shall appoint a committee, consisting of no less than one teacher, one media coordinator/specialist, one administrator and one parent to consider the criticism.
 - a. Objectionable materials shall be judged in total, not on singular words or phrases.
 - b. A report, presenting both majority and minority opinions, will be presented to the principal by the appointed committee.
3. The administrator will determine the action to be taken based on the review committee's report. A written response will be sent to the person registering the complaint by the administrator. Final determinations shall be district-wide with age-appropriate designations.

4. The complainant may appeal the decision of the administrator. Appeals will be heard by a district-level evaluation committee consisting of no less than one teacher, one media coordinator, one administrator, and one parent.

B. INSTRUCTIONS TO MEDIA COLLECTIONS EVALUATION COMMITTEES

1. Study thoroughly all materials referred to you and read available reviews.
2. Passages or parts should not be taken out of context.
3. Values and faults should be weighed against each other, and opinions based on the material as a whole.
4. The general acceptance of the materials should be checked by consulting standard evaluation aids and local holdings in other schools.
5. Adhere to the "School Library Bill of Rights" as a guide and anchor as you review and make recommendations concerning the items deemed controversial.

School Library Bill of Rights

School libraries are concerned with generating understanding of freedom and with the preservation of this freedom through the development of informed and responsible citizens. The responsibility of the school library is:

- To provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities and maturity levels of the pupils served.
- To provide materials that will stimulate growth in factual knowledge, literacy appreciation, aesthetic values and ethical standards.
- To provide a background of information that will enable pupils to make intelligent judgments in their daily life.
- To provide materials on opposing sides of controversial issues so that young citizens may develop under guidance the practice of critical reading and thinking.
- To provide materials representative of the many religious, ethnic, and cultural groups and their contributions to our heritage.
- To place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate to the users of the library.

Adopted June 18, 1948

Amended February 2, 1961; June 28, 1967; and January 23, 1980,
inclusion of "age" reaffirmed January 23, 1996.
by the ALA Council.

SAMPLE LETTER FOR PATRON REQUESTING RE-EVALUATION OF MATERIAL

(School Letterhead)

Date:

Name:

Address:

City, State ZIP

To Whom It May Concern:

Consistent with district and school policy the following steps will be followed concerning requests to re-examine items in the Media Center at _____ School. The school Library Bill of Rights shall serve as a guide in controversial issues. "Censorship shall be challenged in order to maintain the school's responsibility to provide information and enlightenment."

We will follow the steps outlined below:

1. Criticism must be presented in writing on a form provided with this letter. Your concerns must include specific information and references to objections.
2. The form must be signed by the complainant.
3. The form will be given to the administrator for proper action.
4. The administrator will appoint a committee, including teachers, media personnel, school administration, and parents to consider the criticism.
5. Materials shall be judged in total, not on objectionable words or phrases.
6. A report, presenting both majority and minority opinions, will be presented to the administrator by the committee.
7. The administrator will determine the action to be taken based on the review committee's report.
8. A written response will be sent to the person registering the complaint.
9. The complainant may appeal the decision of the administrator. Appeals will be heard by a district-level evaluation committee.

All media center policies for checkouts, due dates, loss, and overdue fines remain in effect regarding the item(s) in question until the written complaint is resolve. Materials will not be removed from circulation unless the administrator's determination recommends such action, and then only after a thorough review by the committee mentioned above.

Principal's Signature

Media Specialist / Coordinator Signature

