

	ABERDEEN SCHOOL DISTRICT	NEPN Code: KEC-E
	POLICIES AND REGULATIONS	

REQUEST FOR RECONSIDERATION OF MATERIAL

The School Board of the Aberdeen School District has delegated the responsibility for selection and evaluation of library/media resources and materials to the school library/media specialists, and has established reconsideration procedures to address concerns about those resources. Completion of this form is the first step in these procedures. If you wish to request reconsideration of school library/media resources, please return the completed form to the building principal.

Name of Requestor: _____

Address: _____

Telephone and Email: _____

Requestor Represents: ☐ Self ☐ Other Organization: _____

Title of Material: _____ Author or Publisher: _____

Have you read or viewed the material in its entirety? ☐ Yes ☐ No If yes, date: _____

1. What concerns you about the material? (Please be specific)

2. What do you believe is the theme and/or purpose of this material?

3. What brought this material to your attention? Please list sources you suggest to provide additional information or other viewpoints.

4. What actions are you requesting the committee consider?

SIGNATURE OF REQUESTOR

DATE

ABERDEEN SCHOOL DISTRICT 6-1

INSTRUCTIONS AND CHECKLIST FOR RECONSIDERATION COMMITTEE

Evaluate all materials referred to the committee. The written conclusion of this committee will be provided to the principal who will inform the complainant.

Title: _____ Author: _____

Check and date each completed item:

☐ Read the Request for Reconsideration of Materials

☐ Read the materials in question

Date: _____

Date: _____

Consider the following criteria when evaluating the materials:

1. The materials selected should be carefully balanced so that various viewpoints on any subject are included.
2. Three sets of key factors will be considered in the selection of materials. They are:
 - a. Meets high standards in literary, artistic, and aesthetic quality; technical aspects; and physical format.
 - b. Is appropriate for the subject area and for the age, emotional development, ability level, learning styles, and social, emotional, and intellectual development of the students for who the materials are selected.
 - c. Incorporates accurate and authentic factual content from authoritative sources.
3. The District subscribes to the principles expressed in the American Library Association's Library Bill of Rights. It is the responsibility of the school board to provide a wide range of materials at different levels of difficulty and representing different points of view. Trained library personnel will provide materials on opposing viewpoints on controversial issues to enable students to develop necessary critical thinking skills to be discriminate users of information and productive members of society.

Recommendation for Reviewed Material

☐ Maintain in collection: If all the criteria listed above is met.

☐ Remove from collection: If any of the criteria listed above is not met.

Explanation of Recommendation

(Form constructed based on recommendation from Intellectual Freedom Manual, compiled by the Office for Intellectual Freedom of American Library Association, Fifth Ed., Publishing Services Inc., Chicago, 1996 pp.43-48).

DISTRICT POLICY REFERENCE: IJNC, IJNC-R Library/Media Collection

ADOPTED: March 13, 2000

REVIEWED: June 26, 2006

REVIEWED: September 26, 2011

REVIEWED: November 23, 2015

REVISED: February 22, 2021

REVISED: May 8, 2023