

PROCEDURES FOR RECONSIDERATION OF MATERIALS

Occasional objections to some materials may be voiced by the public despite the care taken in the selection process and despite the qualifications of persons selecting materials.

If a complaint is made, the following procedures should be observed:

1. The library/media specialist will inform the complainant of the selection procedures and make no commitments.
2. If unresolved, the building principal in conjunction with the library/media specialist will review the selection procedures with the complainant.
3. If still unresolved, the complainant will be invited to file his/her objections in writing to the principal, and the principal will then send him/her a copy of the form, *Request for Reconsideration of School Library Media Material*, for submitting a formal complaint to the materials review committee.
4. The materials review committee, which may be composed of central office administrators, building principals, teaching staff, and parents named by the Superintendent and the library/media specialist, will:
 - Re-examine the challenged material
 - Survey appraisals of the material in professional reviewing sources
 - Weigh merits against alleged faults to form opinions based on the materials as a whole and not on passages isolated from context
 - Discuss the materials and prepare a written recommendation within 30 days to the Superintendent and School Committee
5. The School Committee will, based on the recommendation of the Superintendent, make a final decision regarding the materials and deliver the decision in writing to the complainant and appropriate staff members.

Agawam Public Schools 2004

Approved by Agawam School Committee on May 25, 2004, by a vote of 6 – 0 – 1 absent