

SELECTION

1. Media specialists shall consult reputable, professionally prepared selection sources for favorable reviews or seek favorable recommendations from faculty and students based on examination of materials.
2. Professional materials need to reflect sound research in education, as well as meet the selection criteria.
3. Multiple copies of outstanding materials and materials heavily circulated are purchased as needed.
4. Worn items and missing items are replaced using selection criteria as the guide.

COMPLAINT AND REMOVAL PROCEDURE

- Parents may request that specific library books or materials not be checked out to their child.
- The media specialist or building principal shall be notified when staff members receive a written or oral complaint.
- Complaints will only be accepted from legal residents of the district.

The following procedures apply whenever there is a request for removal of this district's library books, materials or resources:

1. An effort will be made to resolve the issue informally at the building level by the involved complainant, principal and media specialist. Every effort will be made to resolve the matter amicably and expediently.
2. If the issue remains unresolved, the complainant will receive a copy of this district's Policy #652 Library Media Center Materials Selection, A.R.#652 Materials Selection and Removal Procedures for Library Media Centers, and #652a Reconsideration of Library Media Center Materials.
3. Upon receipt of a completed reconsideration form, the involved building principal will convene a committee of nine to consider the complaint. This committee shall consist of the associate superintendent supervising curriculum, Language Arts Curriculum Coordinator, four (4) community members* and these people from the school involved: the principal, the media specialist, and a teacher. They will meet within ten (10) school days of the reception of the completed reconsideration form.

4. The material named in the complaint may be removed from circulation so that the committee may examine and review the questioned material according to the selection criteria outlined in this document and prepare a report on the material containing the committee's recommendations on disposition of the matter.
5. The principal shall notify the complainant of the decision in no more than thirty (30) school days of their initial meeting, and the committee's recommendation report shall be forwarded to the superintendent.
6. If the complainant is not satisfied with this decision, that person may appeal the decision in writing to the superintendent within five (5) school days of the issuance of its decision. The superintendent's decision shall be made in no more than ten (10) school days.
7. The determination of the superintendent may be appealed in writing to the Board of Education within five (5) school days of the superintendent's decision.
8. An archive of submitted forms Ex.#652a Reconsideration of Library Media Center Materials and Ex.#652b Recommendation by Library Media Center Advisory Committee shall be filed by the Information Science Curriculum Coordinator.

*The four (4) community members shall be recruited and recommended to the board by the Information Science Curriculum Coordinator. They shall be representative of the community and its diversity. Included are one (1) citizen of the community and three (3) parents of Caldwell School District students. Parent members shall accept a three (3) year commitment with one (1) member rotating off of the committee each year. One parent shall have an elementary student, another shall have a middle school student and the last parent shall have a secondary student. The person initiating the reconsideration may not be a member of the advisory committee.
