PROCEDURE FOR ANSWERING CRITICISM
(CHALLENGED MATERIALS POLICY)

The following procedure shall be carried out in the event that a citizen of the school community registers criticism of materials he or she considers objectionable:

1. Upon notification of dissatisfaction with library media center material, the Library Media Specialist shall send the following note to the complainant, along with a copy of the East Greenwich School Department School Library Media Center Selection Policy and the form, "Citizen's Request for Reconsideration of Library Material."

Dear ________________________:

To help you understand the selection process, we are sending you a copy of our materials selection policy statement and procedure for handling objections.

If you are still concerned after you review this material, please complete the Citizen's Request for reconsideration of Library Material form and return it to me. You may be assured of prompt attention to your request. If, on the other hand, we have not heard from you within two weeks, we will assume you no longer wish to file a formal complaint.

Sincerely,

Library Media Specialist

2. Complainant must submit completed form to the Library Media Specialist. Criticism must be signed by the complainant so that proper identification and reply may be made.

3. Both the Library Media Specialist and the Principal of the school shall review the material in question. They will prepare a written brief containing their recommendation for the material in question and present it to the complainant, with copies for the record to be sent to the Superintendent of Schools and the members of the school committee.

4. If the citizen disagrees with the findings of the Library Media Specialist and the Principal, he/she may resubmit the written complaint to the Principal, who will present it to the Superintendent of Schools for further consideration.
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CITIZEN'S REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL

Please answer all questions completely. Use other side if needed.

Date:________________________

Author:_____________________________________________________

Title:___________________________________________________________________________

Publisher:_________________________________________Copyright:__________________________

Paperback____Hardcover____Non-book material____

Request initiated by:_________________________________________________________________

Telephone:__________________________________

Address:____________________________________

Complainant represents:

____ Himself

____ Organization (Name)__________________________

____ Other (identify)____________________________

1. To what in the book/non-book item do you object? (please be specific - e.g., cite pages)________________

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________  

2. What do you feel might be the result of reading this book/viewing this material/listening to this material?

_____________________________________________________________________________________

_____________________________________________________________________________________  

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________  

3. For what age group would you recommend this item?

_____________________________________________________________________________________

_____________________________________________________________________________________  

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________  

4. Is there anything good about this item?

_____________________________________________________________________________________

_____________________________________________________________________________________  

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________  

5. Did you read the entire book/view or listen to the entire non-book item?

_____________________________________________________________________________________

_____________________________________________________________________________________  

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________  

6. Are you aware of the judgment of this item by literary critics?

_____________________________________________________________________________________

_____________________________________________________________________________________  

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________  

7. What do you believe is the theme of this book/non-book item?

_____________________________________________________________________________________

_____________________________________________________________________________________  

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________  

8. What would you like your school to do about this item:

____ Do not allow my child to use it

____ Withdraw it from all students as well as from my child

____ Other (identify):________________________

_____________________________________________________________________________________

_____________________________________________________________________________________  

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________  

9. In its place, what book or non-book item would you recommend that would convey as valuable a picture and perspective of our civilization?

_____________________________________________________________________________________

_____________________________________________________________________________________  

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________  

10. Nature of complainant:

_____________________________________________________________________________________

_____________________________________________________________________________________  

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________  

Return form to: Library Media specialist of the appropriate school.