Canyons School District Library Media

 Collection Development

Reconsideration of Library Materials Policy

Canyons School District has established procedures to address challenges to library materials. Please adhere to the following guidelines as these situations arise.

**School Procedure**

Each school should establish a School Library Collection Evaluation Committee to address requests for reconsideration of library materials. Members of this committee should include:

* The school library media assistant / specialist
* A member of the school administration team
* A faculty Member (preferably English faculty)
* A PTA representative

To initiate this process, a patron must complete and submit a *Request for Reconsideration* *of Library Materials* form to the school. Upon the receipt of this form, members of the above committee should review the complaint and evaluate the material in question. The District Media Specialist should also be informed and should receive a copy of the complaint. As part of the review process, each committee member will complete an *Evaluation of Materials* form, giving particular consideration to the concerns that were expressed by the patron. As soon as possible, the written decision of the committee should be given to the patron that submitted the request.

**District Procedure**

If the school committee’s decision does not satisfy the person requesting reconsideration of materials, the school principal should direct them to the District Library Media Specialist, who will then review the challenged material and make a final decision. Upon making this decision the District Media Specialist will inform the school principal so that the appropriate action may be taken.