

## Challenged Materials

Any student, staff member, parent, or member of the Heritage Christian School Association may challenge the inclusion of a particular item in our collection. The following policy applies to all materials located in or selected by the librarians. The steps to be taken in the event of an objection or challenge are as follows:

1. Objections should be emailed to the librarians, Amy Langeland or Dianne Van Putten, who will try to resolve the issue quickly and informally by explaining the selection procedure and criteria. An explanation may be given outlining how the material in question fits those criteria.
2. If the complainant is not satisfied with the response of the librarians, they may submit a written "Request for Reconsideration of Library Resources" form. The complainant must fully complete the "Request for Reconsideration of Library Resources" form and return it to the librarians.
3. The librarians will submit the material in question and the request form to two teachers from the appropriate grade level along with a brief explanation of the informal response that was given. Copies of reputable, professionally prepared reviews of the material may be included with the request. The administrator will also be notified of the request. Other teachers or staff may be included in the re-evaluation process when deemed appropriate.
4. The teachers, librarians, and if necessary the administrator will collaborate and agree on a decision. The complainant will be notified by letter or email of the decision reached. This decision may include:
  - a. Take no removal action
  - b. Remove all or part of the challenged material from the collection
  - c. Restrict access to the material to specific grades/ages
5. If the complainant is not satisfied with the response of the re-evaluation team, they may appeal the decision to the administrator in writing. If no written appeal is received, the decision will stand.

## REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

*Before a request can be acted upon, the following form must be completed. Please read the material in its entirety before completing the form.*

Title:

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Author:

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Person Initiating the request:

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Email:

Daytime Phone Number:

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Date request was initiated: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

1. Have you received a copy of the Collection Policy for Heritage Christian School? \_\_\_\_\_
2. Have you read the entire material in question? \_\_\_\_\_
3. What do you believe is the theme or purpose of the material?

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4. Is your objection to this material based on your child's exposure/response to the material, your personal exposure/response to it or upon reports you have heard or seen?

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5. What are your concerns about this material? State page numbers as needed.

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6. Do you see any merit or value to this material for a specific population or age group of readers?

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7. Have you found or been given any reviews of this material produced by reputable sources?

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8. In your opinion, what harmful effects would the inclusion of this material have on students?

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9. What action would you recommend be taken regarding this material?

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10. Can you recommend other resources that could serve similar criteria purposes as this material?

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Signature:

Date Submitted:

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