

## Challenge Procedure

It is likely that the library will have materials that someone in the community will feel is inappropriate for the school library. In order to ensure objectivity and that the community member is heard, each school should have a specific Book Challenging challenge in place. See sample Challenge Form below. This procedure should include a form for the community member to fill out as well as a detailed timeline of how the challenge will be handled and by whom. An example is below:

If a parent, student, or community member has concerns about the content of a book from the library, a Challenge Request should be completed and submitted to the Library Media Committee for review. The committee will review the material(s) and the submitted concerns within one week. A recommendation will be given at the next scheduled school board meeting. The board will then make the final determination. The school principal will provide written notification of the board's decision to the challenger. If the challenger is not satisfied with the result, an appeal may be made at the (your local) Conference level. While the review procedure is taking place, the book will be removed from circulation.

## Helpful Links for Challenge Procedure

- a. [https://www.ala.org/ala/oif/challengesupport/reporting/challengedatabaseform\\_2003.pdf](https://www.ala.org/ala/oif/challengesupport/reporting/challengedatabaseform_2003.pdf)
- b. <http://www.ala.org/tools/challengesupport>

## Helpful Links for Collection Development

- a. <http://www.southern.edu/mckee-library/about-us/library-policies/collect-dev-pol.html>

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# CURRICULUM CHALLENGE FORM

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Date: \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Title of Challenged Book/Material: \_\_\_\_\_

Is this a (please circle):

Library Book

Classroom Book

Textbook

Magazine

Website

Computer Application

Other:

Author/Publisher: \_\_\_\_\_

If a book, have you read the entire work?

Yes

No

Please describe your specific concerns about this material: \_\_\_\_\_

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If a book or magazine, please give page numbers that support your concerns:

What alternative material would you suggest to better represent the content, theme, or perspective of this work?

Please attach any additional comments

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Office use only

Received:

Committee Response: Approved Denied

Parent contacted: