

PROCEDURE FOR REQUESTING A REVIEW OF LIBRARY MATERIAL

If concerns or objections are raised concerning the literature in the school library, the following procedure will be used:

1. The concerned person should speak to the principal and discuss the concern. The principal will forward the concern to the Library Committee who will give a copy of the *Literature Selection Policy* with a request for review form to the concerned person.
2. The person will fill out the *Request for Review of Library Materials Form* included in the *Literature Selection Policy* and send it to the Library Committee, via the staff librarian.
3. The staff librarian will present the request to the Library Committee at its next meeting. The committee will review the request, read the material in question, and make a decision on the literature in question. A written response will communicate the decision of the committee.
4. All requests for review of library materials and subsequent decisions by the Library Committee of these requests, will be passed on to the Education Committee for information.
5. If the concerned person is not satisfied with the Library Committee's decision, a request for review of the decision may be forwarded to the Education Committee. The Education Committee will provide a written response to the concerned person.
6. All requests for review of library materials and their written responses will be kept on file for future reference.