


**Wayne Public Schools
Wayne, New Jersey**

**Standard Operating Procedure:
Library Book Challenge**

Subject: (Title) Library Book Challenge (K -12)	Effective Date: February 15, 2018 Revised:	Page 1 of 5
	Approved: Dr. Mark Toback 	

- I. **Purpose: To document the guidelines for a library book challenge.**
- II. **Authority: Dr. Mark Toback**
- III. **Terms and Conditions: This process applies to all Library Media Specialists in the Wayne Township Public Schools.**
- IV. **Reporting Procedures: Compliance with Board Policies :**
 - 2530 - Resource Materials
 - 9130 - Public Complaints and Grievances
- V. **Approval Process: Dr. Mark Toback**
- VI. **Dissemination: Library Media Specialists, all Principals, Directors, Assistant Superintendent and Superintendent.**

Process for Library Book Challenges (K-12)

The reconsideration committee shall:

- 1. Examine the challenged resource;
- 2. Determine professional acceptance by reading critical reviews of the resource;
- 3. Weigh values and faults and form opinions based on the material as a whole rather than on passages or sections taken out of context;
- 4. Provide "Letter to Complainant" to party issuing complaint (see Exhibit A); and make available "Request for Reconsideration of Library Material" form (see Exhibit B);
- 5. Prepare a written report.

Instructions to Reconsideration Committee

- 1. Bear in mind the principles of the ALA Library Bill of Rights (see Exhibit C) and base your decision on these broad principles rather than on defense of individual materials. Freedom of inquiry is vital to education in a democracy.

2. Study thoroughly all materials referred to you and read available reviews. The general acceptance of the materials should be checked by consulting standard evaluation aids and local holdings in other schools.
3. Passages or parts should not be pulled out of context. The values and faults should be weighed against each other and the opinions based on the material as a whole.
4. Your report, presenting both majority and minority opinions, will be presented by the principal to the complainant at the conclusion of your discussion of the questioned material.

Exhibit B : Request for Reconsideration of Library Material

Your name (please print): _____

Address: _____

Email address: _____

Home phone number: _____

Cell phone number: _____

1. Material you are challenging:

- a. Title: _____
- b. Author: _____
- c. Publisher: _____
- d. Date of Publication: _____

2. What brought this resource to your attention ?

3. Have you examined the entire resource? _____

4. What concerns you about the resource? Indicate each page number and specific quotations. Support your reason for your request to reconsider the material with a written statement for each quotation. (Use additional paper if necessary)

Please return this form to the principal of the school in which the library material for reconsideration is housed.

Exhibit C: Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.