

**LIBRARY-MEDIA MATERIALS RECONSIDERATION**

Patrons of the Mountain Home School District may register their criticisms of, library materials with the school authorities by complying with the following procedures. All materials in question will remain in circulation until final resolution of the complaint is made.

1. All criticisms must be presented in writing within ten (10) days of receipt of Form A. (See attached Form A.) The statement must be complete, with address information included, which will allow for a proper reply to be made.
2. A committee shall be established, as needed, to evaluate materials, making recommendations thereof. The committee shall consist of:
  - A. One member of the building administration, or his/her representative
  - B. The building librarian or library manager if the materials being evaluated are library materials

In the case of elementary schools, a media specialist from the secondary level may also sit on the committee.

- C. Two faculty members - In a situation involving a secondary level school, and the evaluation is of specific curriculum related materials, one faculty member shall be from subject area department, and one from outside the department. In other circumstances, two faculty members from different departments will serve. In a situation involving elementary level materials or schools, faculty members from two different grades or programs will serve.
- D. A knowledgeable community member

The committee will evaluate the material in question and present its findings to the building administration using Form B (attached). The administrator will then notify the complainant of the recommendation and the action taken. A report concerning the complaint and the recommendation will be made to the superintendent or his designee.

3. Each committee member will have the opportunity to examine the material in question in its entirety.
4. The committee will evaluate the complaint as filed on Form A. The complainant may request the opportunity to speak with the committee, as may the building librarian or his/her representative. The committee will weigh the values, strengths, and faults of the material and will base its opinion on the merit of the material as a whole rather than on passages or sections taken out of context.
5. When the committee has reached a decision, it will present its findings to the building

administration using Form B (attached). The administrator will then notify the complainant of the recommendation and the action taken. A report concerning the complaint and the recommendation will be made to the superintendent or his designee. Every effort will be made to deal with complaints in a timely manner, preferably within ten (10) working days of receiving the initial complaint. However, depending on the length of the material and the number of copies available to the committee, more than ten (10) days may be required in order to give each committee member the opportunity to examine the material in question.

6. If the complainant or any of the committee members is not satisfied with the resolution at the building level, (s)he must notify the building principal, who will take the complaint and proposed resolution to the superintendent, or his designee, for review and recommendation. All interested parties will be notified of the recommendation and proposed resolution of the superintendent.
7. If a satisfactory resolution is not attained at the district level, all complaints, recommendations, and related information will be forwarded to the school district Board of Trustees for final resolution. All interested parties will be notified of the final resolution.



**LEGAL REFERENCE:**

Idaho Code 33-512 – Governance of Schools

**ADOPTED:** July 16, 1996  
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