

TOLLAND PUBLIC SCHOOLS
Tolland, Connecticut

ADMINISTRATIVE REGULATION

REGARDING: Media Materials for
Library Media
Center

Number: 6070
Administrative

Approved: 12/16/02

Should a criticism or concern against approved library materials be registered, the following procedure shall be followed:

- 1) The individual lodging the concern is asked to file objections, in writing, on the prepared form, "Request for Reconsideration of Library Media Material."
- 2) The principal and library media specialist will review and discuss the questioned material.
- 3) The complainant will be informed, in writing, by the principal of the decision.
- 4) If the issue is not resolved to everyone's satisfaction, the building principal will select an ad hoc committee consisting of the following members: one school library media specialist, one school counselor or school psychologist, and at least three other professional staff members knowledgeable in the area related to the complaint, and a parent volunteer.
- 5) The chairperson of the committee will be designated by the building principal.
- 6) After the committee has reviewed the citizen's request for reconsideration of a book or material and has reviewed the book/material, the committee will meet with the complainant.
- 7) Minutes of the meeting will be kept and will be the responsibility of the chairperson.

- 8) The chairperson of the committee will prepare a report of the committee's findings and recommendations and present them to the building principal.
- 9) Should a resolution not be achieved between the committee and the complainant, the building principal will notify the complainant that he/she may request through the Superintendent of Schools, a review by the Tolland Board of Education.
- 10) The Board of Education will determine the disposition of the materials in question based upon the report of the review committee and the reports previously submitted.
- 11) The complainant will be informed, in writing, by the Tolland Board of Education of its decision.