

## Instruction

### Administrative Procedure – Complaints on Library and Resource Materials

#### I. Secondary School (Grades 6 - 12)

Criticism of materials that are in the library shall be submitted in writing to the principal using the Request for Consideration Form, (6:230-E). The Board of Education will be informed. Allegations thus submitted will be considered by a committee of faculty members, which will be appointed by the Principal. This committee will be in the subject matter field of the material challenged and the challenged material will be judged by the committee as to its conformity to the Library Bill of Rights. The materials involved will be suspended pending a decision in writing by the above committee. Appeals from this decision may be made through the principal. An appeals committee is to be set up consisting of one parent, a student, administrator, faculty member, department head, and a librarian.

#### II. Elementary School (Grades K- 5)

Criticism of materials that are in the library shall be submitted in writing to the principal using the Request for Reconsideration Form, (6:230-E). The Board of Education will be informed. Allegations thus submitted will be considered by a committee of faculty members, which will be appointed by the principal. The committee will consist of faculty members representing the primary level and the intermediate level. These faculty members may be selected from any elementary school in Granite City Community Unit #9 School system. The challenged material will be judged by the committee as to its conformity to the Library Bill of Rights. The materials involved will be suspended pending a decision in writing by the above committee. An appeals committee is to be set up consisting of two parents, an administrator, and faculty members.

#### III. Transcript

A transcript will be kept of the appeals hearing and of the committee's finding and recommendations. This transcript will be reviewed by the Board of Education for final decision if requested by the person(s) filing the complaint.

Adopted: 11/9/04