Librarian provides the written reconsideration form
Individual completes & submits the form
A reconsideration committee is convened
Members of the committee review the resource in its entirety
A decision is provided in a written report
If the individual does not accept the decision, they may elevate the complaint to the school board level

Most policies specify
- A parent’s ability to exercise control over materials extends only to their child
- Challenged materials should not be restricted during the reconsideration process
- Primary criteria for final decision is the appropriateness of a resource for its intended use

School boards & districts establish reconsideration policies for library materials in accordance with accreditation Library-Standard VII and HB3092

Informal complaints
in which professional librarians respond to questions related to materials and the individual is satisfied with the outcome
- Explain the selection process & criteria
- Review the purpose of the resource
- Provide alternative resources

Formal complaints
in which individuals wish to utilize the formal process to have their concerns addressed
- Librarian provides the written reconsideration form
- Individual completes & submits the form
- A reconsideration committee is convened
- Members of the committee review the resource in its entirety
- A decision is provided in a written report
- If the individual does not accept the decision, they may elevate the complaint to the school board level

Challenged materials should be
- Reviewed objectively and in full context
- Evaluated in terms of needs, student interests, curriculum, & the campus community
- Considered in light of differing opinions
- Retained in the collection until a final decision is reached

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Based on a design by Texas Association of School Librarians

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