



## THE JACKSON COUNTY SCHOOL LIBRARY MEDIA CENTERS

The purpose of the school media center is to meet the needs of the school by providing print and digital resources in three areas: Curriculum-supporting material, recreational material, and professional material suitable for use in the preparation of lessons by teachers. Materials Selection will be guided by the criteria developed by the American Library Association.

The Board will not support the efforts of any group to remove material from a school library/media center simply because the group objects to certain material or language contained in the material. In the event that any material comes under re-evaluation scrutiny, the Jackson County School Libraries subscribe to the guidelines set forth by the Jackson County Board of Education grievance policy and by the American Library Association Council on Intellectual Freedom for handling complaints. That procedure is as follows:

- All complaints to staff members shall be reported to the building principal whether received by telephone, letter, or in personal conversation.
- The principal shall contact the complainant to attempt to resolve the matter informally by explaining the philosophy and goals of the school district and the media center.
- If the complaint is not resolved informally, the complainant shall be supplied with a packet of materials consisting of the District's instructional goals and objectives, materials selection policy statement, and the procedure for handling objections. This packet will include a standard form which shall be completed and returned before consideration will be given to the complaint.
- If the formal request for reconsideration has not been received by the principal within two weeks, the matter shall be considered closed. If the request is returned, the reasons for selection of the specific work shall be reestablished by the appropriate staff.
- No questioned materials shall be removed from the school pending a final decision on the request for consideration. Access to questioned materials can be denied to the child (or children) of the parents making the complaint, if the parents so desire.
- Upon receipt of a completed objection form, the principal will call together a committee of five to consider the complaint. This committee shall consist of the principal; the media center director, a teacher, a parent organization representative, and a district supervisor.
- The committee shall meet to discuss the material, following American Library Association guidelines and will prepare a report on the material containing their recommendations.
- The principal shall notify the complainant of the decision and send a formal report and recommendation to the Superintendent. In answering the complainant, the principal will explain the book selection system, give the guidelines used for selections, and cite authorities used in reaching decisions. If the committee decides to keep the work that caused the complaint, the complainant shall be given an explanation. If the complaint is valid, the principal will acknowledge it and make recommended changes.
- If the complainant is still not satisfied, he/she may ask the Superintendent to present an appeal to the Board of Education which shall make a final determination of the issue. The Board of Education may seek assistance from outside organizations in making its determination.