

## Media Center Guidelines

### GUIDELINES FOR CONTROVERSIAL ISSUES

#### 1. PURPOSE / PHILOSOPHY

The School Library Bill of Rights shall serve as a guide in controversial issues. Censorship shall be challenged in order to maintain the school's responsibility to provide a wide range of information and enlightenment to students of Alpine School District.

#### 2. GUIDELINES REGARDING OBJECTIONS TO THE MEDIA COLLECTION:

- Whenever a complaint is registered, send the following letter and form for the patron to complete. NOTHING can be started regarding the book in question until the paperwork is completed
- Criticism must be presented in writing on a form provided and must include specific information and references to objections
- The form must be signed and the individual placing the objection identified
- The form will be given to the principal for proper action
- The principal will appoint a committee to include teachers, media coordinator, administration, and parents to consider the criticism
- Materials shall be judged in total, not on objectionable words or phrases
- A report, presenting both majority and minority opinions, will be presented to the principal by the appointed committee.
- The Principal will determine the action to be taken based on the review committee decision.
- The decision will be sent to the person registering the complaint.
- Any appeal of the review committee will be heard by a District Re evaluation Committee.

#### 3. INSTRUCTIONS TO THE EVALUATING COMMITTEE

Bear in mind the principles of the freedom to learn and to read and base your decision on these broad principles rather than on defense of individual items. Freedom of inquiry is vital to education in a democracy . "...free men and free inquiry are inseparable." L.B. Johnson

- Study thoroughly all materials referred to you and read available reviews.
- Passages or parts should not be taken out of context.
- Values and faults should be weighed against each other, and opinions based on the material as a whole.
- The general acceptance of the materials should be checked by consulting standard evaluation aids and local holdings in other schools.

#### 4. SAMPLE LETTER FOR PATRON REQUESTING RE-EVALUATION OF MATERIAL

[See Sample Letter](#)

#### 5. CITIZEN'S REQUEST FOR RE-EVALUATION FORM

[See Citizen's Request Form](#)