

LIBRARY MATERIALS SELECTION, ACCESS, AND RECONSIDERATION

Library Materials Selection

The District will allocate suitable funds for the maintenance of a robust library collection on an annual basis. These funds will be used to maintain a library collection (in both print and/or digital forms) that includes the following criteria:

- A. A diverse collection of classical and contemporary materials and authors, a balance of fiction and nonfiction materials, recreational readings, reference materials, and periodicals.
- B. A broad diversity of opinion and appeal.
- C. Supports the core curriculum, elective classes, extracurricular programs, and activities offered by the school district.
- D. Library materials shall be developmental and age appropriate for elementary and secondary levels. A broad variety of critical reviews shall be consulted, if available.

School library staff should consider existing materials and curriculum needs, as well as age and maturity appropriateness, along with available reputable, professionally prepared selection aides, when selecting or accepting new library materials. School library staff should periodically review library materials and remove and/or replace materials that are in poor condition, outdated, inappropriate or are no longer of interest.

Parents/guardians may direct that specific library materials not be checked out to their child by utilizing the Opt-Out form available at school libraries and on the district website. To the extent practicable, the school district shall make each school's library catalog accessible to students and parents online.

Support for Intellectual Freedom

It is the intent of the District to provide an appropriate broad diversity of opinions, interests, and scholarship in all library materials. Nothing in this policy is intended to prevent

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students from having access to relevant, age and maturity appropriate library materials.

Reconsideration of Library Materials

The Board of Trustees recognizes that differences of opinion may exist about the appropriateness of certain library materials. Concerns pertaining to library materials will be addressed through the following process:

Level One. Parents/guardians should first meet with the building principal and school librarian to discuss any concerns about the appropriateness (either the removal, addition or placement) of library materials. Following the meeting, the principal will make a determination regarding the material in question and communicate in writing the determination and the policy with the parent/guardian and library staff within 14 calendar days of meeting with the parent/guardian.

Level Two. If the parent/guardian is not satisfied with the determination from the principal, the parent/guardian may submit a Request for Reconsideration Form (included in this policy) to the Superintendent. The Superintendent shall be provided with all information from Level One. This Request for Reconsideration must be submitted within 7 calendar days of receiving a determination from the principal. Upon receiving a completed Request for Reconsideration Form, the Superintendent shall within 7 calendar days select one of the following methods of review:

Superintendent Review. The Superintendent will review the parent/guardian's Request for Reconsideration Form and provided attachments and the information from Level One and make a determination regarding the material in question. The determination may include but is not limited to placing the challenged material at a different location within the school, or removing or adding the material. The Superintendent may consult other school district staff and/or community persons having knowledge in this area. The Superintendent shall prepare a written report summarizing his/her decision, which shall be provided to library staff, principal, and to the parent/guardian within 75 calendar

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days of receipt of the completed Request for Reconsideration Form.

Committee Review. The Superintendent or Assistant Superintendent will convene a Media Reconsideration Committee to review the submitted Request for Reconsideration Form, provided attachments, and the information from Level One in accordance with the Media Reconsideration Committee Procedures outlined below.

Media Reconsideration Committee Procedures

The Media Reconsideration Committee may consist of the following representatives:

- Library personnel knowledgeable with the age group under consideration; other than the Librarian referenced in IJL Level 1
- Administrators, teachers and/or other certified staff
- Building principal(s) other than principal referenced in IJL Level 1
- Two (2) lay persons
- Student/s (at the discretion of the Superintendent)

The Media Reconsideration Committee may consult other school district staff and/or community persons having knowledge in this area.

The Media Reconsideration Committee shall:

- A. Review policy IJL;
- B. Examine the challenged or desired to be added material and a broad variety of critical reviews of the material, if available;
- C. Make determinations based on the material as a whole rather than on isolated passages or sections;
- D. Consider the challenged or desired to be added material and the Reconsideration Form, including attachments, in the context of the educational program;
- E. Within 75 calendar days of receipt of the Request for Reconsideration Form, the committee will make a determination regarding the material in question, and deliver a detailed written report of this decision that includes clear reasoning with regard to the concerns set

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forth by the petitioner to the Superintendent. All decisions of the committee must be approved by a majority of the committee.

Within 14 calendar days of receiving the report from the Media Reconsideration Committee, the Superintendent or his/her designee shall provide the written report to the individual submitting the Request for Reconsideration, the principal, and library staff.

Level Three. If the parent/guardian does not accept the decision of the Superintendent or the Media Reconsideration Committee, whichever is selected in Level Two, the parent/guardian may, within 14 calendar days of receipt of the written report, provide written notice to the Superintendent of their request for review by the Board of Trustees.

If such a request is made, the Superintendent or designee shall submit the completed Request for Reconsideration Form and attachments as well as the Superintendent's review report or reconsideration committee's detailed report including any referenced reviews to all Board Members within 7 calendar days. The Board of Trustees shall render a decision on the matter at a regularly scheduled board meeting within 60 calendar days of receipt of the request from the Superintendent or designee. The decision of the Board shall be final.

General Provisions

Unless otherwise directed by the Superintendent, library materials that are subject to a request for reconsideration shall remain available to students in the library during the reconsideration process. Unless otherwise directed by the Superintendent, materials requested to be added to the library will not be added during the consideration process.

A maximum of three books will be reconsidered by the Media Consideration Committee or Superintendent at one time. If more than three Request for Reconsideration Forms are submitted at one time, such requests will be addressed in the order of receipt.

Materials that have been formally reviewed by the

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Superintendent, Media Reconsideration Committee, or Board of Trustees shall not be reconsidered again for a period of at least five years from the final decision.

Request for Reconsideration of Library Materials Form

[*Note, parents/guardians may direct that specific library materials not be checked out to their child by utilizing the Opt-Out Form available at school libraries and on the District website]

A separate Request for Reconsideration Form must be submitted for each library material requesting to be reconsidered.

To Request a Reconsideration of library materials you must have read or listened/watched the material in its entirety.

Name of Parents/Guardians initiating request _____

Name and grades of children in the District _____

Date of Meeting with School Librarian/Principal _____

Location of material (school) _____

Title and type of material _____

Author/Artist/Composer/Other _____

Publisher or Producer (if known) _____

Copyright Date _____

1. Have you previously submitted a "Request for Reconsideration" of library materials?

Yes

No

2. Have you read the current policy regarding library materials in Sheridan County School District #2 (Policy IJL)?

Yes

No

3. Before submission of this form, you must read or view the disputed item in its entirety. Have you observed/read/listened to the material in its entirety?

Yes

No

4. What is your specific objection? or desire for addition

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(please add additional pages if necessary)?

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5. What brought this item to your attention?

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6. Have you had the opportunity to become familiar with any reviews of this material by literary, aesthetic, or scientific critics?

Yes

No

If yes, please list the sources/dates of the reviews and the names of the critics along with the findings (attach documentation if necessary.)

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7. For what age group would you recommend this material?

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8. Describe your recommendation for the material (removal, age requirements, placement restrictions, addition, etc.):

—

Print name _____

Address _____

City/State/Zip _____

Telephone number _____

Signature _____

Date _____

RETURN COMPLETED FORM TO:

Superintendent of Schools
Sheridan County School District #2
201 N Connor St.

**LIBRARY MATERIALS SELECTION, ACCESS, AND
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Sheridan, Wyoming 82801

For use by SCSD2:

Date Received:	Received By:
Level One	
Level Two	
Level Three	

First Reading: 10-6-25

Second Reading: 12-8-25