



## Murray City School District Reconsideration of Library Materials Procedure

---

### Philosophy

Murray City School District has the responsibility to provide a wide range of information to the students and affirms the [American Library Association's Library Bill of Rights](#) and [interpretation for school libraries](#) which states:

The school library plays a unique role in promoting, protecting, and educating about intellectual freedom. It serves as a point of voluntary access to information and ideas and as a learning laboratory for students as they acquire critical thinking and problem-solving skills needed in a pluralistic society. Although the educational level and program of the school necessarily shape the resources and services of a school library, the principles of the American Library Association's Library Bill of Rights apply equally to all libraries, including school libraries. Under these principles, all students have equitable access to library facilities, resources, and instructional programs.

### Procedures

- When a parent, student, or employee expresses concern about a book, this form must be filled out and sent to the school librarian. The school librarian will notify the school administrator and district director after signing and providing the date and time of receipt.
- All parents and students in the school where the book is being requested to be reviewed will be given notice of the book's title and will have five school days to provide written comments on the book.
- A committee will be convened to review the objection. The committee will include a library media specialist, teachers, administrators, parents, and potentially students, all unrelated to the complainant.
- The book will be judged in its entirety, not on objectionable words or phrases only.
- A report determining the disposition of the matter will be given.
- A copy of the decision will be sent to the person(s) registering the request for reconsideration of the material.
- No changes regarding the status of the book in question will be made until this process is completed.
- If a review of the committee's process is requested by the requestor(s), a district committee will be appointed to review the committee's process.
- A book may only be reconsidered every three years.

Murray City School District  
**Request for Reconsideration of Library Materials**

---

**School Book is Located At:** \_\_\_\_\_

**Title of Book:** \_\_\_\_\_

**Author of Book:** \_\_\_\_\_

**REVIEW REQUEST INITIATED BY:**

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Phone: \_\_\_\_\_

Does your child attend this school? \_\_\_\_\_

Have you read the entire book? \_\_\_\_\_

What do you object to in this book? (Please be specific.) \_\_\_\_\_

---

---

---

---

---

What do you feel might be the result of reading this book? \_\_\_\_\_

---

Was the book assigned by a teacher to be read by students? \_\_\_\_\_

What is your recommendation for this book?

- \_\_\_\_\_ Do not assign or recommend it for my child
- \_\_\_\_\_ Send it to the school review committee for reconsideration.
- \_\_\_\_\_ Other (Please explain)

In its place, what age-appropriate book(s) would you recommend that represents a comparable perspectives, voice, or topic to the title in question?

---

---

I have reviewed [MCSD Board Policy IN 303](#) and understand that I may restrict my student's access but restricting other's rights requires a formal process and is limited to considering the age-appropriateness of the book. The committee will decide based on the entirety of the book and the educational suitability for the age of the students, but not on the ideas of the book.

Signature of Parent Requesting Review: \_\_\_\_\_

Date: \_\_\_\_\_

---

To Be Completed by School Librarian

Received by: \_\_\_\_\_

Date Received: \_\_\_\_\_

Time Received: \_\_\_\_\_