

**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
DEPARTMENT OF INNOVATIVE LEARNING**

**GUIDELINES FOR CHALLENGED INSTRUCTIONAL AND
LIBRARY MATERIALS**

Inquiries regarding the appropriateness of particular library and supplemental instructional materials are a normal part of the process of providing a wide variety of resources for student use. Such inquiries should be handled confidently, diplomatically, and expeditiously. If a complaint is received, the following guidelines should be implemented:

1. Immediately inform the Director of the Innovative Learning Department and complete the challenged item's information in BCPS Central i.e.: request initiated by, title, author, publisher, publication date, ISBN number, and type of material.
2. Hold an informal conference to advise the complainant of the selection procedures. Do not enter into an extended discussion or try to defend the merits of the material. Make no commitment. The principal or administrative designee should participate in this discussion.
3. If the complainant is dissatisfied and wishes to pursue the matter, request that the complainant submit a written ["Request for Reconsideration of Instructional or Library Materials."](#)
 - Complainant submits a written Request for Reconsideration of Instructional or Library Materials within 3 school days of receipt of form from the school's principal.
 - Principal sends letter acknowledging receipt of request for consideration within 48 hours.
4. The school's library media specialist will check general acceptance of the material by reading critical reviews and consulting recommended lists. The results of this research will be forwarded to the school administrator.
 - For schools without a certified media specialist, Innovative Learning Library Media (LM) staff will provide critical reviews to the school administrator.
5. Keep the challenged material on the shelf/available during the reconsideration process.

INSTRUCTIONAL MATERIALS: Upon receipt of the completed ["Request for Reconsideration of Instructional or Library Materials"](#) form, if the challenged item is **Instructional Material used for classroom instruction**, convene a School Committee consisting of a school administrator, grade level/department chair, classroom teacher and a parent representative to take the following steps.

- a. Acquire adequate copies of the challenged item, so that all members of the committee can read, view, or listen to the material in its entirety within 15 school-working days.
- b. Determine the extent to which the material fits the instructional materials selection policy and supports the curriculum.
- c. Judge the material for its strength and value as a whole and not in part.
- d. Prepare and enter the actions and outcomes in BCPS Central.

LIBRARY MATERIALS: Upon receipt of the completed [“Request for Reconsideration of Instructional or Library Materials”](#) form, if the item is **library material**, it is recommended that the school’s library media advisory board serve in the capacity of a **“Collection Evaluation Committee”** comprised of an odd number of voting members, not less than five. Note, the library media advisory board provides input, promotes library programs, and may assist in challenges to materials at the school level.

Committee members will be selected by the Principal and/or Administrative Designee, in tandem with the school Library Media Specialist. The committee will include the Principal and/or Administrative Designee and the Library Media Specialist, who will be responsible for chairing the committee. Additional members to be considered may be the Literacy Coach, Department or Grade Level Chairperson(s), instructional staff member, and parent representative.

5. The following steps should be followed:
 - a. Using interlibrary loan, acquire adequate copies of the challenged item so that all members of the committee can read, view, or listen to the material in its entirety within 15 school-working days.
 - b. Determine the extent to which the material fits the selection policy and supports the curriculum.
 - c. Judge the material for its strength and value as a whole and not in part.
 - d. Prepare and enter the actions and outcomes in BCPS Central.
6. The principal should inform the complainant of the committee’s decision.
(Do not include committee member names in the correspondence.)
7. The principal should also inform the appropriate administrator in the Regional/Associate Superintendent’s Office.
8. Retain or withdraw the challenged material as recommended by the School Committee.
9. If the complainant continues to be dissatisfied, forward a copy of the complete file (Including the School Committee’s recommendation) to the Director of the Innovative Learning Department, who will convene a District Committee. The District Committee will follow the steps outlined in #5.
10. The Director of the Innovative Learning Department will inform the school principal and complainant of the district committee decision.
11. Retain or withdraw the challenged material as mandated by the decision of the district committee.
12. If the complainant is dissatisfied with the decisions rendered by both committees, the Complainant may request inclusion on the School Board agenda.