



Community Consolidated School District 46

565 Frederick Road, Grayslake, IL 60030

Request for Reconsideration of Library/Media Material Background Information

Dear Families/Community Members,

We appreciate your concern over a specific Library/Media material in CCSD 46. The district has developed procedures for selecting these materials. To help you understand aspects of the materials selection process, please read the following information carefully. If you are still concerned about a specific item after you review these materials, please complete the *Request for Reconsideration of Library/Media Material Form* and submit it to your building principal. If you have concerns about multiple items in the collection, please complete a separate form for each item in question.

Sincerely,

The Teaching & Learning Department



CCSD 46 Mission:

Empowering Learners | Creating Equity | Cultivating Community

CCSD 46 Vision

CCSD 46 provides opportunities that expand learning beyond our walls so that all learners grow locally, connect globally, and excel universally.

CCSD 46 Values

- We foster creativity through wonder, imagination, and powerful questions that lead to discovering innovative opportunities and solutions.
- We believe we inspire, motivate, and provide opportunities that lead to maximizing personal growth and empowering learners.
- We embrace a culture that honors integrity and respect for all.
- We maximize student engagement and develop critical thinking skills that lead to lifelong learning and global thinking.
- We believe achievement is individual and is realized through collaboration with others.
- We value proactive collaboration that supports decision-making built on consensus.
- We believe that an involved community empowers everyone to participate in shared experiences.



CCSD 46 subscribes to the library philosophy as expressed in the American Library Association's Library Bill of Rights:

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas and that the following basic policies should guide their services:

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019. Inclusion of "age" reaffirmed January 23, 1996.

Additional Related School Board Policies:

[5:12 District 46 Diversity Policy](#)

[6:230 Library Media Program](#)

[6:260 Complaints About Curriculum, Instructional Materials, and Programs](#)

[7:15 Student and Family Privacy Rights](#)

[2:260 Uniform Grievance Procedure](#)



Process

If a school stakeholder has questions or concerns about a library/media resource, they are encouraged to reach out to the school librarian and/or school principal to gather more information. If the concerned individual is not satisfied during the discussion and still wants the item reconsidered, the district can proceed with a formal reconsideration process. A formal process includes the following steps:

1. The concerned individual must complete the Request for Reconsideration of Library/Media Material Form.
2. Upon receipt of the completed form, the principal will forward a copy of the request to the District Complaint Manager.
3. The District Complaint Manager will convene a committee meeting within 30 working days to review the material and challenge.
 - a. The committee *may* include library/media specialists, students, school/district administration, community members.
 - b. The challenged material will remain on the shelves during the reconsideration process.
4. The committee will conduct a thorough review and notify the complainant and Superintendent of the committee's recommendation. *See Appendix A for Instructions for the Review Committee*
5. The written decision of the committee will be sent to the complainant within 45 days of receipt of the Request for Reconsideration of Library/Media Material Form
6. If still dissatisfied, a written appeal can be directed to the Superintendent.
7. Complaints may not raise the same or substantially same challenge after the appeal has been decided or the matter closed.

Appendix A: Instructions for the Review Committee

1. Review the district's Mission, Vision and Values as well as all relevant Board Policies.
2. Bear in mind the principles of freedom to learn and read and base your decision on these guidelines rather than focusing on defense of individual materials (see the Library Bill of Rights). Freedom of inquiry is vital to education in a democracy.
3. Bear in mind that school library collections are a marketplace of ideas.
4. Thoroughly read/review the challenged material.
5. Study all available reviews. The general acceptance of materials should be checked by consulting standard evaluation aids and local holdings in other schools.
6. Consider the material as a complete work, rather than focusing on passages or parts outside of context.



Request for Reconsideration of Library/Media Material Form

Your Name: _____ Date: _____

Address: _____

Email Address: _____

Phone Number: _____

What is your connection to CCSD 46?

- Parent/Guardian
- Community Member
- Other: _____

Who are you representing (self, child, family, organization, etc.)?

- Self
- Child
- Family
- Organization: _____

Title of the material of which you are commenting: _____

Author/Creator of material: _____

Publication/Creation date of material: _____

Format of material:

- Book
- Magazine
- Audio Book/Recording
- Digital Resource
- Other

How did you become aware of the material?

- Classroom observation
- Review
- Word-of-mouth
- Other: _____

At which district location(s) is the material being used? Please provide any other pertinent details.

- ECC
- Avon
- Meadowview
- Prairieview
- Woodview
- Park Campus
- Frederick
- GMS



Have you read, viewed, or listened to the material in its entirety? Yes No

Please describe why, in your opinion, the material is objectionable. Please be specific and cite the page(s) and/or section(s) in question.

What do you feel might be the result of a student reading/viewing/listening to the material?

What would you like your library/school district to do about this material?

- Do not assign/lend it to my child.
- The staff selection committee/department is asked for a reevaluation.
- Other: _____

Signature of Person Completing this Form:

X _____ Date _____

Please return the completed form to the Building Principal, who will forward to the District Complaint Manager

