

# CHALLENGED MATERIALS POLICY AND PROCEDURES

## Challenged Materials Policy

### Rationale:

- To ensure that all resources provided by BSSC are appropriate, inoffensive, valuable and safe.

### Policy Statement:

- To ensure students are exposed to a range of materials which present information, ideas and attitudes which are diverse in nature
- To provide a democratic process where materials can be challenged should they be deemed as inappropriate by any member of the school community
- To remember that no parents or carers have the right to determine learning or recreational reading for students other than their own
- To facilitate the hearing of potential objections and to guide appropriate action

### Audience:

- Staff and community

### Authorship:

- Bendigo Senior Secondary College Library Resource Centre team members

### Related Documents:

- *Learning for the Future : Developing Information Services in Schools 2<sup>nd</sup> Edition*
- [www.eduweb.vic.gov.au/edulibrary/public/schadmin/Management/6-24.pdf](http://www.eduweb.vic.gov.au/edulibrary/public/schadmin/Management/6-24.pdf)
- [www.education.vic.gov.au/management/elearningsupportservices/www/default.htm](http://www.education.vic.gov.au/management/elearningsupportservices/www/default.htm)

### Date of ratification:

- February 2009

### Date of review:

- December 2011

## **Challenged Materials Procedures**

### **Acknowledgement of the concern by recording:**

- Complainant's name
- Contact details
- Title of challenged resource
- Specific nature and context of the concern

### **Referral of the complaint to the teacher-librarian who will:**

- Check for previous reconsiderations of the item and if it has already been reviewed the complainant will be given a copy of those findings and no further action taken unless the grounds for complaint are quite distinct from the original
- Inform the principal
- Initiate appropriate proceedings

### **Proceedings**

- The complainant will be asked to complete the "Request for Consideration of School Resources" form and return this to the Library Leader. This form must be signed and dated by the complainant before further action can be taken.
- On receipt of the completed form a Review Committee will be established. This committee will comprise two staff members including a representative of the relevant curriculum committee, if appropriate; two parent representatives, one of whom will be a member of the School Council and the teacher librarian. A chair will be elected by the committee members.
- Each member of the Review Committee will receive a copy of the complainant's request and will review the resource independently, bearing in mind the principles of the freedom to learn and to read so that a decision is made on these principles rather than on the defence of individual materials.
- The Review Committee will meet within a fortnight to consider their decision and subsequent course of action. The complainant may be invited to this meeting.
- The complainant will be notified in writing of the result of the request and the reasons for it.
- If the complainant is dissatisfied with the result, a copy of the BSSC Collection Development Policy including the selection criteria for resources will be supplied.
- The complainant will retain the right to refer the matter to the BSSC Council.
- The challenged resource will remain in circulation to all students until the result of the review is known.

## REQUEST FOR RECONSIDERATION OF SCHOOL RESOURCES

Dear

As leader of the Bendigo Senior Secondary College Library, your request for reconsideration of

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has been referred to me.

As we take these issues very seriously, we have a formal procedure in place so that all aspects of the request can be considered. This procedure is based on the recommendations of SLAV (School Libraries of Victoria) and includes:

- Formal documentation of the request for reconsideration
- Establishment of a Review Committee which comprises the teacher-librarian, two staff members including a representative of the relevant curriculum committee (in the case of a non-fiction item) or the relevant teaching team (in the case of a fiction item) and two parent representative of the BSSC Council
- Independent review of the resource by this Review Committee in line with our Collection Development Policy
- A meeting of the Review Committee to which the complainant may be invited to discuss an appropriate course of action
- Notification of the result of the review to the complainant
- Supply of a copy of our Collection development Policy if the complainant is not satisfied with the Review Committee's decision
- The right of the complainant to refer the matter to the BSSC Council if he/she is not satisfied with the decision

The resource will remain in circulation to students until the result of the decision is known, although the complainant may elect for it not to be lent to his/her child.

Therefore, in accordance with the procedure, I am enclosing a copy of our formal "Request for Reconsideration of a School Resource" form for you to complete and return to me at your earliest convenience.

Julie Willis  
Library Leader  
Bendigo Senior Secondary College

## REQUEST FOR RECONSIDERATION OF SCHOOL RESOURCES

SCHOOL: \_\_\_\_\_

FORMAT: \_\_\_\_\_

AUTHOR: \_\_\_\_\_

TITLE: \_\_\_\_\_

PUBLISHER: \_\_\_\_\_

REQUEST INITIATED BY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

1. To what in the material do you object? (Please be specific and give examples)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Did you examine the entire item?

What parts?

\_\_\_\_\_

3. Is the item suitable for a different age group?

What ages?

\_\_\_\_\_

4. Is there anything good in the material? Please comment.

\_\_\_\_\_  
\_\_\_\_\_

5. What would you like the school to do about this item?

\_\_\_\_\_

Do not assign it to my child \_\_\_\_\_

Withdraw it from School \_\_\_\_\_

Other \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

