**Marist High School Library Challenged Book Policy**

Marist High School ARC is dedicated to providing equitable access for all students to materials. When a challenge is raised regarding materials in the ARC, the librarian will listen to the complaint and be certain to understand any and all issues the person(s) has with the challenged item. The librarian will also consider the principles of Intellectual Freedom expressed in the American Library Association’s (ALA) Library Bill of Rights. If the complaint cannot be resolved through an informal conversation, the following procedure must be followed:

1. The librarian will record the time, date, persons involved and nature of the complaint.
2. The librarian will provide the complainant with the official form for book challenges.
3. The librarian will then contact the administration to make them aware of the situation and work with the administration to set a meeting between the complainant and the Marist staff.
4. The librarian will contact ALA Office of Intellectual Freedom to report the challenge.
5. A student panel will be chosen to participate in both the discussion with the librarian and administration and the decision whether to retain the challenged item.
6. The librarian will bring all data necessary to the meeting to explain the choice of having the item in the ARC collection.
7. The librarian will work with the administration and student panel to resolve the issue quickly while advocating for continued, equitable student access to challenged materials.

**Request for Reconsideration of Library Resources**

Marist High School has delegated the responsibility for selection and evaluation of print and digital resources to the librarian, and has established reconsideration procedures to address concerns about those resources. Completion of this form is the first step in those procedures. If you wish to request reconsideration of school or library resources, please return the completed form to:

Kristen Rademacher

Librarian

Marist High School

4200 W 115th St

Chicago, IL 60655 1

Please note that this form may become part of the public record.

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

State \_\_\_\_\_\_\_\_\_ Zip Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you represent self? \_\_\_\_\_\_\_\_\_ Organization? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Resource on which you are commenting:

\_\_\_\_\_\_\_\_\_ Book \_\_\_\_\_\_\_\_\_ Textbook \_\_\_\_\_\_\_\_ Video \_\_\_\_\_\_\_\_ Display \_\_\_\_\_\_\_\_ Magazine

\_\_\_\_\_\_\_\_\_ Library Program \_\_\_\_\_\_\_\_\_ Audio Recording \_\_\_\_\_\_\_\_\_ Newspaper

\_\_\_\_\_\_\_\_\_ Electronic Information/Network (please specify)

\_\_\_\_\_\_\_\_\_ Other

Title of the resource:

Author/producer of the resource:

What brought this resource to your attention?

Have you examined the entire resource?

What concerns you about the resource? (Use other side or additional pages

if necessary.)

Are there resource(s) you suggest to provide additional information and/or

other viewpoints on this topic?