**

**LIBRARY MATERIALS CHALLENGE FORM**

Under Texas Education Code (TEC) §33.027, a parent, district employee, or person residing in a school district may submit a written challenge to any library material in a school’s library catalog. To submit a written challenge, an eligible individual must complete and submit the Library Materials Challenge Form. In accordance with TEC §33.027, an individual completing the form must identify how the challenged library material violates library standards adopted by the Texas State Library and Archive Commission (TSLAC).

Upon receipt of a Library Materials Challenge Form:

* The district must submit a copy of the form to its local school library advisory council (LSLAC), no later than the fifth day after the written challenge is received.
* The district’s LSLAC must make a recommendation for action no later than the 90th day after the council receives the challenge.
* If a school district has not established an LSLAC, the school district’s board of trustees must take action on the written challenge at the first open meeting held after the 90th day after receipt of a written challenge.
* A school district must prohibit student access to challenged library material until the district takes action in response to the challenge.

An individual may submit an appeal to the board of trustees regarding a district’s response to a written challenge. The board must take action on an appeal at the first open meeting held after the appeal is filed.

**FROM BISD POLICY EFB (Local):**

*After a request for reconsideration form is submitted, the form shall be provided to the Superintendent. Copies of the form shall be provided to the school librarian, the Board, and any other staff designated in administrative procedures.*

*Reconsideration Committee*

*For purposes of this policy, "days" shall mean District business days, unless otherwise noted.*

*The principal shall appoint a reconsideration committee and notify committee members within 10 days of receiving the request for reconsideration form.*

*The reconsideration committee shall include the librarian and at least one member of the instructional staff who is familiar with the material's content. Other members of the committee may include District-level staff, secondary-level students, parents or guardians, and any other appropriate individuals.*

*Within 10 days of appointment of the committee the District shall provide members of the committee the relevant materials to review. If additional time is required to obtain and distribute the materials for review, all members of the committee shall be informed that a reasonable extension of time is needed.*

*All members of the committee shall review the challenged library material in its entirety and determine whether the material conforms to this policy and whether the material will continue to be available in the library. The committee shall prepare a written report of its findings.*

*Absent extenuating circumstances, the written report shall be provided to the administration within 60 days of the District providing the material to the committee members. In calculating timelines under this policy, the day the committee is provided the materials is "day zero." The following business day is "day one."*

*Extensions of time due to extenuating circumstances shall take into consideration the time necessary to convene the committee members, the amount of material being reviewed, and any other pending reconsideration requests being handled by the committee.*

*An extension of any deadline shall be promptly communicated to the individual who submitted the request for reconsideration.*

*The Superintendent, the school librarian, the individual submitting the request for reconsideration, and any other appropriate administrators shall receive a copy of the committee's report.*

*Appeal*

*An individual who submitted a request for reconsideration may appeal the decision of the reconsideration committee in accordance with appropriate complaint policies, starting at the level immediately preceding Board consideration of a complaint. [See DGBA and FNG]*

*Frequency of Review*

*After a library material has been reviewed through the reconsideration process, it shall not be reviewed again within two calendar years of the reconsideration committee's final decision.*

**Name: Date:**

**Email: Phone:**

**Street Address:**

**City: State: Zip Code:**

**Select all the following that apply:**

[ ]  Parent/guardian of student enrolled in the district

[ ]  District employee

[ ]  District resident

Have you examined (read) the entire material? If not, what sections did you review?

**Library Materials Challenge Form, page 2**

**Part I: In the space below or in a separate attachment, provide the title of the text, author, ISBN (if known), and how the challenged library material violates the TSLAC standards. If submitting a separate attachment, please indicate below that there is an attachment.**

**Part II: Submitting the Library Materials Challenge Form**

**You can choose to email your challenge form or hand-deliver it.**

To email your challenge form, please email it to: bshumake@brookelandisd.net

Please include the words “Library Challenge Form” in the subject line of the email. You will receive a response to acknowledge the challenge form has been received. If you do not receive a response within 48 hours, please call 409-698-2413.

To hand-deliver your challenge form, please drop it off at the front office with the school secretary.