



<i>The Classical Academy</i>	<i>Policies and Procedures</i>
Policy Name:	Reconsideration of Library Media Center Materials Procedures
Policy Number:	IJL-TCA-R-2
Original Date:	1/25/2017
Last Reviewed:	10/10/2023
Category:	Instruction
Author:	Deans of Educational Philosophy
Cabinet Level Owner:	Director of Academic Services

Any parent or employee of The Classical Academy may formally request reconsideration of library materials on the basis of appropriateness. This procedure is for the purpose of considering the opinions of those persons in the community who are not directly involved in the selection process.

If a parent/employee questions the appropriateness of a resource with a library staff member and a resolution to the issue is not found, the Head Librarian will be notified and will discuss any concerns with the parent/employee within 7 school days of receipt of the concern. The Head Librarian will attempt to resolve the issue informally by explaining the selection process and use of the item. If an informal resolution is not agreed upon, the individual may submit a “Request for Reconsideration” form.

Context for a work is important and TCA expects any individual making a request for reconsideration to read/view the entire work. Such prior review can be considered as part of the reconsideration process and subsequent determination.

During the reconsideration process, permanent removal of the item is not an option. Materials will remain in use until the conclusion of the process.

Within 7 school days of receiving the “Request for Reconsideration”, the TCA President, the Director of Academic Services, and the Reconsideration Committee will be notified of the request for reconsideration and individual who submitted the “Request for Reconsideration” will receive an acknowledgment of receipt of the form.

The committee will be comprised of an odd number of members including any of the following:

- ❖ TCA Head Librarian.
- ❖ An appropriate TCA Principal or Assistant Principal.
- ❖ An appropriate TCA Dean of Educational Philosophy.
- ❖ An appropriate campus TCA Librarian.
- ❖ One or more TCA teachers or staff members.
- ❖ An additional TCA Librarian.
- ❖ A TCA student, if appropriate.

Within a reasonable amount of time (not to exceed 14 school days), the committee will meet to discuss the reconsideration request and the Head Librarian will provide each committee member with the following:

- ❖ A copy of the item under consideration.
- ❖ A copy of the completed “Request for Reconsideration” form (Policy IJL-TCA-E).
- ❖ A copy of the TCA Selection of Library Media Center Materials Policy (IJL-TCA).
- ❖ A copy of the TCA Selection of Library Media Center Materials Procedure Policy (IJL-TCA-R-1).
- ❖ A copy of the TCA Reconsideration of Library Media Center Materials Procedure Policy (IJL-TCA-R-2).
- ❖ The history of the selection of the library material under consideration including copies of reviews from professional journals, a professionally prepared selection statement from a TCA Librarian and/or a copy of the informal discussion the Head Librarian may have had with complainant.

- ❖ Scheduled date of formal Reconsideration Committee meeting.

Each committee member will read or view the entire item under reconsideration and all the materials provided by the Head Librarian prior to the committee reconsideration meeting. The committee will weigh values and faults based on the material as a whole rather than on passages or sections taken out of context. Depending on the material under consideration, a reasonable time frame (not to exceed 30 school days) will be provided to the committee members to thoroughly read, view, and assess the item under reconsideration and other provided documents. The parent/employee will then be notified in writing of the scheduled date of the Reconsideration Committee meeting.

During the closed committee meeting, the members will discuss the material under consideration using any of the documents provided to guide their opinions. The Head Librarian will submit a written ballot of committee members asking for their decision as to whether the item should be kept or removed from the library collection. A majority decision will be final. A written copy of the committee decision will be provided to the parent/employee requesting reconsideration, the TCA President, and the Director of Academic Services within 7 school days of the committee’s final decision.

If the parent/employee is not satisfied with the decision of the Reconsideration Committee, they may submit a written appeal for review by the Director of Academic Services (DAS) within 7 school days from receipt of the committee’s decision. The DAS will review all appropriate materials related to the reconsideration request, will render a written decision, and will provide copies to all parties within 10 school days from receipt of the written appeal request.

If the parent/employee is not satisfied with the decision of the DAS, they may submit a written appeal for review by the TCA President within 7 school days of receiving the DAS decision. The TCA President will review all appropriate materials related to the reconsideration request, will render a written decision, and will provide copies to all parties within 10 school days from receipt of the written appeal request.

If the parent/employee is not satisfied with the decision of the TCA President, they may submit a written appeal for review to the TCA Board of Directors through the Board Clerk within 7 school days from receipt of the TCA President’s decision. If the Board rejects the matter, the TCA President’s decision will be final. If the Board accepts the matter to consider, it will review all appropriate materials related to the reconsideration request and will provide a written decision within 30 days of receiving the appeal. The final written decision will include action steps to be taken in regard to the material under reconsideration. TCA Board assumes final responsibility for all materials available in the TCA libraries.

Materials that have been through the reconsideration process may not be requested for reconsideration again within a 5-year period from the most recent reconsideration decision.

At all times, parents may accompany their children to the library, query their child’s current selections, and obtain a TCA family library account themselves so that they may also borrow materials.

This TCA Policy replaces ASD20 Policy IJL-R-2.

**Cross-References**

- IJL-TCA Selection of Library Media Center Materials
- IJL-TCA-E Reconsideration of Library Material Request Form
- IJL-TCA-R-1 Selection of Library Media Center Materials Procedure
- ASD20 Policy JB Equal Educational Opportunities

**Policy Revision History**

Date	Revision Details	Revised By
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1/25/2017	Creation of policy in order to align with ASD20 policies.	Deans of Educational Philosophy
9/13/2019	Updated cross-referenced policies.	Deans of Educational Philosophy
10/22/2019	Updated evaluation process.	Deans of Educational Philosophy
5/1/2023	Policy updated and policy number changed from IJL-R-2-TCA to IJL-TCA-R-1.	Deans of Educational Philosophy
10/10/2023	Updated evaluation process.	Deans of Education Philosophy