

## Guidelines

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### Selection and Challenge of Library/Media Center Materials Policy 2522

## Request for Reconsideration of Educational Material

Please check type of material:

- Book       Pamphlet       Filmstrip       CD       CD ROM  
 Periodical       Audio Tape       Videotape       Software Program  
 Other:

Title: \_\_\_\_\_

Author: \_\_\_\_\_

Publisher or Producer: \_\_\_\_\_

Where Used in School Program: \_\_\_\_\_

Request Submitted By: \_\_\_\_\_

Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

*The following questions are to be answered after the complainant has read, viewed, or listened to the material in its entirety. If sufficient space is not provided, attached additional sheets. (Please be specific).*

1. To what in the material do you object: (please be specific, cite pages, etc.)

2. What do you believe is the theme or purpose of this material?

3. What do you feel might be the result of a student using this material?

4. For what age group would you recommend this material?

5. Is there anything good in this material? Please comment:

6. Are you aware of the judgement of this material by professional critics? If so, please describe:

7. In its place, what material of equal quality would you recommend (of the same subject and format)?

8. What is your specific request?

\_\_\_\_\_  
Signature of Complainant

\_\_\_\_\_  
Date

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### School Response to Concerns

Title: \_\_\_\_\_

Author: \_\_\_\_\_

Publisher: \_\_\_\_\_

Copyright Date: \_\_\_\_\_

**A. Purpose**

1. What is the overall purpose of the material?

2. Is the purpose accomplished?  Yes  No

3. At what level is it used in the Columbus School District?

**B. Authenticity**

1. Is the author competent and qualified in the field?  Yes  No

2. What is the reputation and significance of the author and publisher/producer in the field?

3. Is the material up-to-date?  Yes  No

4. Are information sources well documented?  Yes  No

**C. Appropriateness**

1. Does the material promote the educational goals and objectives of the curriculum of the Columbus School District?  Yes  No

2. Is it appropriate to the level of instruction intended?  Yes  No

3. Are the physical format and appearance of the material appropriate for the intended use?  
 Yes  No

**D. Content**

1. Is the content of this material well presented by providing adequate scope, range, depth, and continuity?  Yes  No

2. Does this material present information not otherwise available?  Yes  No

3. Does this material give a new dimension or direction to its subject?  Yes  No

4. Is this material free from bias, in its treatment of race, sex, ethnic groups, age groups, sexual orientation, or religion, etc.?  Yes  No

**E. Reviews**

1. Source of review

Favorably reviewed  Unfavorably reviewed

2. Does this title appear in one or more reputable selection aids?  Yes  No. If answer is yes, please list titles of selection aids.

Additional Comments:

Recommendation by School Media Advisory Committee for Treatment of Challenged Materials:

Signature of Media Advisory Review Committee: \_\_\_\_\_ (Date)