

# Mansfield ISD Library Book Challenge Process

A parent of a District student, a student who is 18 years of age or older, an individual employee, or any District resident may challenge a library material maintained in the District's library program on the basis that the library material fails to meet the standards set forth by Board Policy.

The school receiving a complaint about the appropriateness of a library material shall try to resolve the matter informally through a telephone conference or meeting between the complainant and the designated campus administrator. The meeting may include other campus staff, the librarian or Coordinator - Library Services if needed.

Step 1: The principal or designee shall explain the selection policy, that library books are voluntary inquiry and a parent can place restrictions on what their child can check out by contacting the campus librarian.

Step2: If the matter is resolved through this process, the campus administrator shall complete the Informal Documentation Form and send it to the Coordinator - Library Services.

Step 3: If the complainant wishes to make a formal challenge, the principal or designee shall use the email script to provide the complainant a copy of the following two documents:

- 1) Mansfield ISD Board Policy EFB(LOCAL)
- 2) Mansfield ISD Library Book Formal Challenge Form Link

Step 4: Upon receipt of a completed and signed Formal Challenge Form, a reconsideration committee will be formed as soon as reasonably possible. This committee shall include a non-voting chair to lead the committee and 13 voting members:

- 7 Board appointees who are not District employees [one from each Board member]
- 6 appointees from the District:
  - district level administrator
  - campus level administrator
  - librarian (from the same level school as the book challenge)
  - 3 teachers (from the same level school as the book challenge)

Step 5: All members of the committee shall review the challenged book in its entirety.

- As soon as reasonably possible, the committee shall meet and determine whether the challenged book conforms to the Content Guidelines Exhibit.
- The committee shall prepare a written report of its findings on the MISD Library Book Reconsideration Committee Formal Challenge Form. The Superintendent, other appropriate administrators, and the complainant shall receive copies of the report.
- The decision of the committee will apply to all MISD campuses.