

Policy of the Lancaster Board of Education

School Community

**PUBLIC COMPLAINTS ABOUT LIBRARY MATERIALS**

The following procedures are to be followed in case material in a school library is questioned.

1. The form "Citizen's Request for Reconsideration of Materials" shall be given to the complainant with the request that it be filled out and returned to the principal of the school involved.
2. Allegations thus submitted will be considered by the librarian and a faculty committee which will be appointed by the principal. This committee will be knowledgeable in the subject matter field of the book or material challenged. The challenged book or material will be judged by the committee as to its conformity to the aforementioned principles. Circulation of the book or material will be suspended pending a decision, in writing, by the above committee.
3. Appeals from this decision may be made through the superintendent to the Board of Education for final decision.

The librarians in all three schools are certificated library and audio-visual personnel. The district administrator will designate a DPI certificated person in the library/media field to coordinate the Lancaster Community School District's library/media program.

Approved: