

The Center for Creativity, Innovation and Discovery

Learning Resources Reconsideration Policy

The Center for Creativity, Innovation and Discovery, (CCID) Library believes in the freedom of information and will not restrict a user's right to read, listen to, or view library materials. The CCID Library strives to provide access to a wide range of materials representing varying points of view, without promoting a single perspective. We uphold the American Library Association's *Library Bill of Rights*, *Freedom to Read*, and the *Freedom to View* statements. In some cases, patrons may take issue with specific library materials that they find offensive or inappropriate for the collection. Should a patron feel that an item should be removed or reclassified, the following steps may be taken, though we encourage the public to talk to the CCID Administrator about the concern before initiating any steps.

1. The patron should complete a Request for Reconsideration form and turn it into the School office. The completed form will go to the Executive Director and to the Administrator responsible for the development and selection of the particular text or resource.
2. The Executive Director will send acknowledgement of receipt of the *Request for Reconsideration* form to the patron within seven days of its receipt. The Administrator or designee will evaluate journal reviews, selection criteria used to purchase the item, and materials and objections submitted by the patron. The Administrator will return a written response within 30 days of the formal objection.
3. If the Administrator's response does not satisfactorily resolve the issue, the patron may request in writing that the matter be presented and reviewed by an Administrative Committee appointed by the Executive Director. The patron should provide written arguments as to why the material in question should be removed or reclassified. The Committee may desire a meeting with the patron in order to discuss the patron's concerns. The Administrative Committee will make a decision within 30 days of their receipt of the concern. Once the Administrative Committee has rendered a decision, the patron will receive written notification from the Executive Director. The material in question will remain active in the collection during the review process.

CCID SCHOOL Request for Reconsideration Form

Complete this *Request for Reconsideration Form* and submit it to the teacher, or staff member directly involved with the resource under consideration. One copy should also be submitted to CCID 's Executive Director.

Name of Patron _____ Date _____

Patron's Signature _____

Patron Contact Information _____

Resource Under Consideration _____

1. What are your concerns related to the above text, video/DVD, database, or other resource included in the library's collection or in a classroom, and/or available to CCID 's students and families?

2. What arguments or data support your concerns about the specific text or resource? (Please attach supporting materials or documents).

Note: The material in question will remain active in the collection or classroom during the review process.