

# PUBLIC COMPLAINTS ABOUT LIBRARY MATERIALS

## Policy 871.1

The Mineral Point School District shall not discriminate in the selection and evaluation of learning materials, including library materials, on the basis of sex, race, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability, or any other legally-protected status or classification. Discrimination complaints shall be processed in accordance with established District procedures.

The goal of selecting materials for the Mineral Point School Libraries is to support the informational and reading interests of *all* students in the school by providing them with a wide range of materials from which to choose following the guidance of the American Library Association Library Bill of rights. Mineral Point School Libraries take concerns and complaints seriously. You may find the [library's selection and adoption of library materials policy](#) useful in gaining additional insight into how materials are chosen for the collection.

Anyone making a request for reconsideration must reside in the Mineral Point School District and is limited to making one request at a time. A separate Request for Reconsideration form is required for each item. Completed Request for Reconsideration forms become public record once they are submitted.

The Board of Education has adopted the following procedure to be used by all school personnel in dealing with challenges to any and all library materials-

Circulation and classroom use of challenged materials shall not be restricted during the reconsideration process, however, access to questioned materials can be denied to the child (or children) of the parents making the complaint, if they so desire.

Any school staff member who receives a complaint about any library material should consider the complaint seriously and follow the procedure below in a very deliberate manner.

Step One: Discuss the complaint with the person, make them aware of the Board selection policy 361.1 and this reconsideration policy. Do not make any commitments to the person complaining.

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Step Two: Invite the complainant to file his or her objections in writing and offer a copy of "Library Materials Reconsideration Form." Make clear to the complainant that the process will not move forward without a completed form.

Step Three: Report the complaint to the building principal, who will in turn report it to the district administrator and the building library media teacher. Make a note of the exchange between yourself and the complainant.

Step Four: Arrange for a reconsideration committee meeting within 10 working days after the complaint is received.

Each written complaint received by a school employee will be reviewed by the district Materials Reconsideration Committee. This committee will be appointed by the district superintendent.

The materials reconsideration committee will be made up of an odd number of members and include:

- a. One member of the administrative staff chosen by the superintendent;
- b. One member of the school teaching staff chosen by the school staff;
- c. All certified library media staff;
- d. One member of the community chosen by the superintendent;

Step Five: The committee will:

- a. read, listen to, view or otherwise thoroughly examine the materials or service being reconsidered.
- b. check general acceptance of the materials or services by reading reviews and related professional publications.
- c. meet to discuss the materials or services after step a and b.
- d. weigh values and faults and form opinions based on the material or services as a whole and not on passages or information pulled out of context.
- e. prepare a written recommendation to be submitted to the district Administrator. The district will make every effort to make a decision following its reconsideration process within 45 days of receipt of the form.
- f. the district administrator is to inform the complainant of the recommendations of the committee.

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If the decision is not appealed, the material will not be reconsidered for any reason for three years.

Step Six: If the complainant is not satisfied with the decision of the reconsideration committee, he or she may, within 30 days, request of the district administrator that the matter be reviewed by the Board of Education. The administrator will confer with the Board president to identify a time suitable for the Board to review the findings of the Materials Reconsideration Committee. At that time, the Board will decide whether to leave the decision of the reconsideration committee standing or to reconsider it.

Step Seven: If the Board decides to reconsider, the Board or a committee of the Board will meet as soon as practicable to review the findings of the reconsideration committee. When reconsidering materials, the Board or its committee will follow a procedure similar to that outlined for the reconsideration committee.

After the Board's decision, the material will not be reconsidered for any reason for three years.

Legal Reference: Wisconsin Statutes 118.13

121.02 (1) (h)

PI9.03 (l) of the Wisconsin Adm. Code

Cross Reference: 411-Rule, Discrimination Complaint Procedures

871-Rule, Procedures for Handling Public Complaints about Learning  
Materials or Services

871-Exhibit, Learning Materials Reconsideration Form

Adopted: April 1987

Revised: September 1987, October 1995, July 2002, June 2010, March 2022, January 2024

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## LIBRARY MATERIALS REQUEST FOR RECONSIDERATION FORM

### About You

Your Name: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

I am submitting this form on behalf of (check one):

Myself  Group/organization (Name: \_\_\_\_\_)  Other

Are you a parent or guardian of a child in the district? Y / N

Do you reside within the Mineral Point School District? Y / N

**If no, the reconsideration process will not proceed.**

I have discussed this concern with a Mineral Point School Librarian: Y / N

### About the Material

Title \_\_\_\_\_ Author \_\_\_\_\_

Publisher \_\_\_\_\_ Format \_\_\_\_\_

I accessed this material: at the library  online\* (e.g, database, ebook)  other

I did not obtain access to this material at or through the library. If the library does not own the item, the Request for Reconsideration will not proceed.

Have you read or viewed the entire work? Y / N

\*If your concern is about an ebook or audiobook obtained through Sora, your complaint must be made to the [Wisconsin Schools Digital Library Consortium \(WSDLC\)](#) rather than our library.

Like our process for selecting materials, the reconsideration process will involve assessing the work as a whole in light of our collection goals and selection criteria outlined in the [selection of library materials policy](#). Your request for reconsideration form will also be shared with the reconsideration committee. At a minimum, for your request for reconsideration to proceed, you must answer the questions below so we know your concern about the material.

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What concern(s) do you have about the work?

Who do you think is the audience for this work?

Are there aspects of the work that you think have value?

The Wisconsin legislature recognizes that libraries in Wisconsin provide “free access to knowledge, information and diversity of ideas” and are critical to democracy. (Wisconsin Statute 43.001). Mineral Point School Libraries take this responsibility seriously and are committed to providing access to a wide range of choices to meet the many and varied needs and interests of our students and staff. We do so knowing that no two patrons we serve are the same and that a book or other item that appeals or is of interest to one may not appeal to another. Materials are located in the library that best fits their intended audience based on professional assessments of the material.

In order for your request for reconsideration to proceed, you must answer the question below.

What are you requesting to be done with the work?

Move it to another library within our school district

Remove it from the library

Other (specify):

### Signature and Next Steps

In order for your Request for Reconsideration to proceed, you must sign and date this form.

I have completed this form to the best of my ability and understand that by signing and dating below, I am formally requesting the library reconsider the material as indicated on this form; that the material in question will be reevaluated according to the library's collection goals and selection criteria; and that this form will also be shared with decision-makers as part of the reconsideration process.

Signature: \_\_\_\_\_

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

Received by: \_\_\_\_\_

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