



Procedures for Challenging Library/Media Materials

Florida's policy for the selection of school library materials states that any parent, guardian, student with parental consent, community member, or employee of the district may formally challenge library materials used in the district's educational program. This policy further allows those persons in the school or the school community, who are not directly involved in the selection of library materials to make their opinions known. The focus of the examination procedure is to provide an open forum for making an informed decision. School personnel are expected to be courteous and advise the complainant to arrange a conference with the principal.

Although materials are carefully selected, there can arise differences of opinion regarding suitable materials. Individual(s) requesting that material be withdrawn from or restricted within the collection may complete a form which is available on the school website. During the challenge process, the book is removed from the collection. Permanent removal of the challenged item only occurs if the committee deems it appropriate. [Click here](#) to find materials located in your school's media collection.

Challenge Process

1. The principal and library media specialist meets with the individual(s) to hear the complaint.
2. Upon closure of that meeting, if there is no resolution, paperwork is given to the individual(s) to begin the challenge process.
3. The form is filled out by individual(s) and the challenge is sent to the school principal.
4. School Library Media Committee convenes and the item in question is evaluated. The principal provides the committee's decision to the individual(s) in writing.
5. If a school level resolution does not meet the individual(s)'s satisfaction, a request is made for a Board of Directors level appeal. The Board of Directors make a final decision after reviewing the challenge form and school level decision.