

**LIBRARY AND RESOURCE CENTER MATERIALS
COMPLAINT FORM**

Pursuant to District Policy 652 and its accompanying procedures, 652P, a community member (including a minor), currently enrolled student, or parent or legal guardian of a student currently enrolled in the District's schools, may file a challenge to school library resources or otherwise comment on school library resources. For challenges on the basis that a library resource is harmful to minors, the following definition applies:

“Adolescent Minor” means any person thirteen (13) years of age or older but less than eighteen (18) years of age.

“Harmful to Minors” means the quality of any material when it:

- (a) Taken as a whole, appeals to the prurient interest of adolescent minors as judged by the average person, applying contemporary community standards; and
- (b) Depicts or describes representations or descriptions of nudity, sexual conduct, sexual excitement, or sado-masochistic abuse which are patently offensive to prevailing standards in the adult community with respect to what is suitable material for adolescent minors and includes, but is not limited to, patently offensive representations or descriptions of:
 - (i) Intimate sexual acts, normal or perverted, actual or simulated; or
 - (ii) Masturbation, excretory functions or lewd exhibition of the genitals or genital area.

“Harmful to Minors” shall not include material that, when considered as a whole, possesses serious literary, artistic, political, or scientific value for adolescent minors.

“Minor” means any person less than eighteen (18) years of age.

“Sexually explicit” means the quality of any material when it contains erotic depictions of nudity, depicts sexual conduct or sado-masochistic abuse, or contains any explicit detailed description or narrative account of sexual excitement, sexual conduct, or sado-masochistic abuse. “Sexually explicit” shall not include diagrams about anatomy for scientific education, religious books such as the Bible or Torah, or content related to classical works of art.

Please return this completed form to your building administrator.

Complainant Information			
Student Name:		Name of School:	
Complainant/Parent/Legal Guardian Name:			
Address:			Phone:
City:	State:	Zip:	Email:
Challenged Library Resource Information			
Title:		Author:	
Publisher (if known):		Resource Type (e.g. book, magazine):	

1. Have you discussed this work with the teacher or librarian who ordered it or used it? ☐ Yes ☐ No
2. What do you understand to be the general purpose for using this work:
 - Provide support for a unit in the curriculum? ☐ Yes ☐ No
 - Provide a learning experience for the reader in one kind of literature? ☐ Yes ☐ No
 - Other_____
3. Did the general purpose for the use of the work, as described by the teacher or librarian, seem a suitable one to you? ☐ Yes ☐ No
If no, please explain:_____
4. What do you think is the general purpose of the author in the library resource?_____
5. In what ways do you think a work of this nature is not suitable for the use the teacher or librarian wishes to carry out?_____
6. Have you been able to learn the students' response to this work? ☐ Yes ☐ No
If yes, what response did the students give:_____
7. Have you been able to learn from your school library what book reviewers or other students of literature have written about this work? ☐ Yes ☐ No
8. Would you like the teacher or librarian to give you a written summary of what book reviewers and other students have written about this work? ☐ Yes ☐ No
9. Do you have negative reviews of this work? ☐ Yes ☐ No
If yes, where were the reviews published?_____
10. Would you be willing to provide summaries of the critical reviews you have collected? ☐ Yes ☐ No
11. What brought this title to your attention?_____
12. What would you like the library/school to do about this work? (check all that apply)
 - _____ Do not assign/lend it to my child
 - _____ Return it to the library resource selection committee or department for reevaluation
 - _____ Relocate the work to a section designated for adults only or otherwise restrict access to minors
 - _____ Other (please explain)_____
13. Please comment on the resource as a whole, as well as being specific on those matters that concern you. (Use other side if needed.) _____

14. What resource(s) do you suggest to provide additional information on the topic, if any? _____

15. Additional Comments: _____

Signature: _____ Date: _____

Recommendation by School Media Advisory Committee

Name of Text: _____ Edition: _____

Author(s): _____ Publisher: _____

School(s): _____

In review of the complaint filed on _____ by _____

The committee, by a vote of __ to __, at a meeting held on _____ recommends:

- A. Retaining the material for use in its present location. ☐
- B. Retaining the material for use on reserved or restricted status. ☐
If restricted status, state conditions (e.g., adults only section, restricted to specific student, period of restriction, etc.): _____
- C. Withdrawing the material from use. ☐
- D. Retaining the material under the following conditions: ☐
Specify conditions: _____

Rationale for recommendation: _____

Additional comments: _____

Committee Signatures:

_____ Printed Name: _____ Date: _____

_____ Printed Name: _____ Date: _____

_____ Printed Name: _____ Date: _____

_____ Printed Name: _____ Date: _____

ADOPTED: June 18, 2024
AMENDED: June 16, 2026