



Instructional Media Services

Citizen's Request for Reconsideration of Library Materials Procedure

This form must be used by a parent or resident of this county, in conjunction with district policies and procedures to submit an objection for the following material:

1. Materials used in a classroom in the district except for instructional materials as defined in s.1006.2(2) F.S. The process and forms to object to instructional materials can be found on our district website.
2. Materials made available to students in a school or classroom library.
3. Materials included on a school or classroom reading list.

Submitting a Request:

The Citizen's Request for Reconsideration of Library Materials form must be used for this request. This form can be found on the District Website.

Requests for Reconsideration of Library Materials are submitted in writing to the school's principal. The principal will forward the Request to the District Curriculum Supervisor and the District Media Specialist.

District Level Review:

The district-level curriculum supervisor will convene a committee to review the request. The committee will be comprised of:

- Curriculum Supervisor
- District level Media Specialist
- District level Guidance Counselor
- District level Curriculum Specialist
- Parent whose child has access to such material

The meetings of the District review committee will be held bi-monthly at the District offices. Reconsideration requests will be reviewed at meetings no less than seven (7) days from receipt of the request by the district-level curriculum supervisor. The meeting dates will be posted on the District's calendar on the SBAC Website, and the objector will be notified.

The objector is further permitted to provide any evidence they desire to the committee to consider. This meeting will also be publicly noticed without public comment.

The District Review Committee will make a recommendation on whether to keep the materials on the shelf, or remove them. If the recommendation is to remove the material, the recommendation will be referred to the School Board for a final decision on the recommendation at a publicly noticed Board Meeting.

If the recommendation is to keep the material available, the matter will be referred for a hearing at the objector's request.

Hearing Level Review:

Within 30 days of the decision that is not resolved to the objector's satisfaction, an open public hearing before an unbiased and qualified hearing officer will be held.

School Board Level Review:

Within 14 days of the date of the hearing, the hearing officer will submit a recommended order to the Board. The Board will consider the order and enter a final decision at a publicly noticed Board Meeting



Instructional Media Services
**Citizen's Request form for Re-Evaluation of
Materials**

*Please direct any questions about this form to Patty Duval,
email: duvalpk@gm.sbac.edu or phone: 352-955-6860, ext. 1503.*

Section I: Parent or Resident Information

Check the box that applies to you. Check all that apply.

Parent/guardian of a student Resident of Alachua County

First Name: _____ Last Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Phone Number: _____

Section II: Information Regarding Material

Type of Material:

Book Non-Print Material Other (Identify): _____

Title of Material: _____

Author(s): _____

Publisher or Producer: _____

Copyright Date: _____ Grade Level Used: _____

Media Center Classroom Library Reading List Other

School(s) where material is found: _____

ISBN, if available: _____

Section III: Basis for the Objection

Identify the basis for your objection:

- The material is pornographic.
- The material is prohibited under Section 847.012, F.S.
- The material depicts or describes sexual conduct as defined in Section 847.001(19), F.S.
- The material is not suited to the student needs and their ability to comprehend the material.
- The material is inappropriate for the grade level and age group for which it is used.

Section IV: Objection Specific Information

1. What brought this material to your attention:

2. Did you examine the material in its entirety? Yes No

If not, what sections did you examine?

3. Identify the portion of the material you object to and why. *(You must be specific and provide page numbers, sections, or timestamps, as appropriate. You may attach additional information that does not fit within this form)*

4. Is there any age or grade you would recommend this material? Yes No

5. Is there any value in this material? Yes No

6. What is your desired outcome for this material?

- Remove or discontinue use of the material
- Limit access to certain grade levels
- Limit my child's access
- Other: _____

Signature: _____ Date: _____