

What to include on a challenge policy

Include here a short explanation of what the procedure is for challenging a book, the estimated [cost of a challenge](#), and the timeline from form submission to decision. Be clear that only one form from a household is accepted at a time, and that material being challenged must be read in full. The form must also be completed in full.

A short line here about the purpose of the library collection and its commitment to the rights of individuals to read and access materials they would like to is a fundamental principle of the institution.

Part 1: The basic information. [This looks like ALA's reconsideration request form](#) with some adjustments.

- Requester's name, contact information, and if they are affiliated with any group
- Type of material being addressed
- Title, author, year of publication
- How did you learn about this material?
- Did you read/listen/view the material in full?

For "no" responses on the final question, no further action is needed. The resolution is simply that the material in question was not considered in full and therefore cannot be put through the reconsideration process.

Part 2: Understanding the material being challenged. Much of this is adapted from librarian [Martha Hickson's suggestions](#). Note here that incomplete responses or no responses to questions will void the form.

- Explain the purpose of this material
- What positive qualities does the material present
- What are your concerns about the material, including citations and quotes
- How has the material been assessed in professional review sources (include citations)
- Provide citations in support of your objections
- How does the material fail to comply with district educational objectives
- In what ways does the material fail to meet state educational objectives
- Explain how the material fails to meet Intellectual Freedom standards
- Who would be negatively impacted by this material and how (citations and evidence required)
- What would you replace the material with (include titles and professional reviews of replacement)
- Why do you believe you should be able to restrict the reading choices of community members, including children?

End your form with a short line reiterating the purpose of the library and that parents always have the right to educate their own children about the books that may be best for them. Make the filer sign this line.

Signed _____
Dated _____

*Forms that are not signed will be void.