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Mission Statement

Southgate Independent School’s Library Media Center mission is to provide:

* Current, accurate and appropriate resources that provide a diversity of options and cultural perspectives
* Access to resources in a variety of formats
* Adequate staff who provide expertise and leadership in the use of information and technology
* Full integration of information skills into the school’s curricula
* A learning environment that enables students to become discriminating consumers and creators of information, while also encouraging a love of reading
* Collaboration with other educators to design learning strategies that support the curriculum

### Policies

1. Regular Hours: 8:10 a.m. – 3:00 p.m.
2. Extended Hours:
	1. News Crew 7:40 a.m. – 8:10 a.m.
	2. BUG / H2R 3:00 p.m. – 4:00 p.m.
3. Books may be checked out for five (5) school days. Each student grades K-2 are permitted to check out one (1) book, grades 3-4 are permitted to check out two (2) books, and grades 5-8 are permitted to check out three (3) books. Books may be renewed unless there is a hold on it for another student.
	1. The librarian reserves the right to allow students to check out more than the allotted amount of books for research projects based on the student’s book return record.
4. Damaged Books: A repair fee of $3.00 will be charged if a book is damaged. If the book is damaged beyond repair then the replacement cost of the book will be charged to the student.
5. Lost Books: The replacement cost of the book will be charged if books are lost. If the lost book fee has been paid and the book has been found, then the lost book is the student’s to keep.
6. Reference books, magazines, equipment, videos and items from the professional collection are not available for checkout by students.

Gift Policy

The library is grateful for gifts and its collection has been enriched by contributions from individuals. In accepting a gift, the library makes the following stipulations:

1. The library reserves the privilege to decline any gift if the gift does not adhere to the needs of the library or school.
2. The acceptance of a book does not constitute its addition to Southgate Independent School’s collection.
3. Gifts of money from organizations or individuals as memorials can be accepted if school policy permits and if the expenditure is for acceptable materials.

### Discarding Policy

Discarding is a regular, continuing process conducted at the discretion of the librarian. Materials are removed from the shelves if they are:

* Out-of-date, damaged or no longer factual
* Duplicate titles that are no longer in demand
* Poorly written materials
* Materials no longer appropriate for reading/interest level of current student body
* Materials no longer in demand or which do not support the curriculum
* Materials which have not circulated in 3 years

Acceptable Use Policy

Southgate Independent School District has access to and use of the Internet and E-mail as part of our instructional practices. Students must sign a student Acceptable Use Policy agreement before direct access to Internet or before electronic mail will be provided. Written parental consent shall be required before any student is given direct, hands-on access to the Internet or to electronic email. However, educators may use the Internet during teacher-directed class demonstrations with or without parental consent. Students will be held accountable for violations of the student Acceptable Use Policy agreement and understand that disciplinary action will be taken.

**Local Technology Resources**

* The use of your account must be in support of education and research and consistent with the educational objectives of the Southgate Independent School.
* You may not give your password to anyone.
* You may not transmit obscene, abusive, or sexually explicit language.
* You may not create or share computer viruses.
* You may not move, alter, or destroy another person’s data.
* You may not use the network for commercial purposes.
* You may not monopolize the resources of Southgate Independent School’s Network by such things as running large programs and applications over the network, sending massive amounts of email to other users, or using system resources for games.
* You may not break or attempt to break into other computer networks.
* You may not use MUD (multi-user games) via the network.
* You are not permitted to get from or put onto the network any copyrighted material – including software or images. Copyrights must be respected.
* You are not permitted to put onto the network any threatening or sexually explicit material.

**Internet Regulations**

* Internet access through the school is to be used for instruction, research, and school-related activities.
* A student who does not have a signed AUP on file may not share access with another student.
* School access is not to be used for private, business or personal, non-school related communications.
* Teachers, library media specialist, and other educators are expected to select instructional materials and recommend research sources in print or electronic media. Students should use the recommended sites and resources.
* Educators will select and guide students on the use of instructional materials on the Internet. Students should use legitimate, research-based sites (such as government agencies, universities, etc…),
* You may not offer Internet access to any individual via your Southgate account.
* Purposefully annoying other Internet users, on or off the Southgate Independent School system, is prohibited. This includes such things as continuous talk requests and chat rooms.
* Students should not reveal their name or personal information to or establish relationships with “strangers” on the Internet, unless a parent or teacher has coordinated the communication.
* The school should never reveal a student’s personal identity or post a picture of the student or the student’s work on the Internet with personally identifiable information unless the parent has given written consent.
* As a user of this educational system, you should notify a network administrator or a teacher of any violations of this contract by other users or outside parties. This may be done anonymously.

**Electronic Mail Regulations**

* Students and employees of Southgate Independent School are prohibited from using district resources to establish Internet E-mail accounts through third party providers.
* Systems E-mail can be used.
* Be polite
* You may not use electronic mail for communications that are not directly related to instruction or sanctioned school activities.
* Do not use electronic mail for private, business, or personal, non-related school communications.
* You may not swear, use vulgarities, or any other inappropriate languages or abbreviations for inappropriate language.
* You may not send or attach documents containing pornographic, obscene, or sexually explicit material.
* You may not access, copy, or transmit another user’s messages without permission.
* Do not reveal your personal address or phone number, or those of other students, unless a parent or a teacher has coordinated the communication.
* You may not send electronic messages using another person’s name or account.
* You may not send electronic messages anonymously.
* You may not create, send, or participate in chain e-mail.
* The electronic mail is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities will be reported to the authorities.

**Consent for Use Of Instructional Social Networking Sites**

District employees, teachers, and activity sponsors upon approval from the district, may set up blogs and other social networking sites for use in the classroom. Example sites include ning.com and pbworks.com. Teachers and sponsors may ask students to sign up for an account on these sites in order to participate in online instructional activities and discussions. By signing the Acceptable Use Policy, you accept and agree to the use of instructional social networking sites by your child. Use of personal social networking sites (e.g. Facebook, MySpace) by students is prohibited.

Southgate Independent School

### Student User Contract

**Directions:** After reading the Student Acceptable Use information, please read and fill out the

appropriate portions of the following contract completely and legibly. The signature of a

parent or guardian is required for direct access for any student. Please return the contract to

your teacher.

**Student Promise:** I have read all of the rules about how I am allowed to use the computers at school. I agree to follow the rules. I know that if I break the rules I may have to visit the

principal, lose my computer privileges, or have other consequences as a result of not following the rules.

Student Name (please print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade \_\_\_\_\_\_\_

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

***Parent/Guardian Consent for Use***

*By signing this form, you hereby accept and agree that your child’s rights to use the electronic resource provided by the District and/or the Kentucky Department of Education (KDE) are subject to the terms and conditions set forth in District policy/procedure. Please also be advised that data stored in relation to such services is managed by the District pursuant to policy 08.2323 and accompanying procedures. You also understand that the e-mail address provided to your child can also be used to access other electronic services or technologies that may or may not be sponsored by the District, which provide features such as online storage, online communications and collaborations, and instant messaging. Use of those services is subject to either standard consumer terms of use or a standard consent model. Data stored in those systems, where applicable, may be managed pursuant to the agreement between KDE and designated service providers or between the end user and the service provider. Before your child can use online services, he/she must accept the service agreement and, in certain cases, obtain your consent.*

**Parent or Guardian:** As the parent or guardian of this student I have read the Student

Acceptable Use Information for Southgate Independent School District. I understand that this

access is designed for educational purposes and Southgate Independent School has taken

available precautions to eliminate access to controversial materials. However, I also recognize

it is impossible for Southgate Independent School to restrict access to all controversial

materials and I will not hold them responsible for materials this student may acquire on the

network. Further, I accept full responsibility for supervision if and when my child’s use is not in

a school setting, I hereby give my permission for the student named above to have Internet

access and certify that the information contained on the form is correct.

Parent or Guardian (please print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

###

### Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgement of free expression and free access to ideas.
5. A person’s right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries, which make exhibit space and meeting rooms available to the public they serve, should make such facilities available on a equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

(Adopted June 18, 1948. Amended February 2, 1961, and January 23, 1980, inclusion of "age" reaffirmed January 23, 1996, by the ALA Council.)

[Library Bill of Rights](http://www.ala.org/advocacy/sites/ala.org.advocacy/files/content/intfreedom/librarybill/lbor.pdf)

Controversial Materials Review

 In the event a parent, community member or community group protests the use of materials in Southgate Independent School’s Classroom or Library, the complainant(s) should register their concerns in writing. Request for Reconsideration of a Book is a form available from the Southgate Independent principal. The form must be completed by the individual(s) making the complaint and returned to the school principal.

 The Site Based Decision Making (SBDM) committee will review the material. The teacher (if complaint is from a classroom) or the librarian (if complaint is from the library) will be invited to the review meeting. The SBDM committee will review and discuss the complaint and will make the final decision regarding suitability of the material in question.

 This decision will be communicated, within a period of thirty(30) days of the initial complaint, to the complainant and to the superintendent in a letter signed by the principal.

Request for Reconsideration of a Book

Southgate Independent School

Author \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Publication Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Request initiated by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Complainant represents: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ himself \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Name of organization )

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Identify other group)

1. To what, in the book, do you object? (Please be specific – cite pages) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. What do you feel might be the result of reading this book?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. For what age group would you recommend this book? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Is there anything good about this book?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Did you read the entire book? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ If not, what parts? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Have you been able to discuss this work with the teacher or librarian who ordered it or used it? Yes\_\_\_\_\_\_\_\_\_\_ No \_\_\_\_\_\_\_\_\_\_
3. What do you understand to be the general purpose for using this work?
	1. Provide support for a unit in the curriculum? Yes \_\_\_\_\_ No \_\_\_\_\_
	2. Provide a learning experience for the reader in one kid of literature? Yes\_\_\_ No \_\_\_
4. 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 not please explain.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Are you aware of the judgment of this book by literary critics? What are some of the comments of the reviews you have read?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Would you like the teacher or librarian to give you a written summary of what book reviewers and other students have written about this book? Yes \_\_\_\_\_ No \_\_\_\_\_
2. Do you have negative reviews of the book? Yes \_\_\_\_\_ No \_\_\_\_\_ If so, were they published? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Would you be willing to provide summaries of the review you have collected? Yes\_\_\_\_\_ No \_\_\_\_\_\_
4. What do you believe is the theme of this book? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Have you been able to learn what is the students’ response to this work? Yes\_\_\_\_ No \_\_\_\_. If so, what response did the students make? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. What would you like your school to do about this book?

\_\_\_\_\_\_ Do not assign/lend it to my child

\_\_\_\_\_\_Withdraw it form all students as well as my child

\_\_\_\_\_\_ Give it back to the teacher or librarian for re-evaluation

\_\_\_\_\_\_ Other – Please explain \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. In its place, what book of equal literary quality would you recommend that would convey as valuable a picture and perspective of our civilization? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Complainant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Resources

Bishop, K. (2007).  *The collection program in schools: Concepts, practices, and*

*information sources, 4th ed.* Westport, CT: Libraries Unlimited /

Greenwood Publishing.

[Library Bill of Rights](http://www.ala.org/advocacy/sites/ala.org.advocacy/files/content/intfreedom/librarybill/lbor.pdf) http://www.ala.org/advocacy/sites/ala.org.advocacy/files/content/intfreedom/librarybill/lbor.pdf