



## ***School Libraries in Action***

### **Challenge Policy**

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<Insert your Library/School logo here>

## Challenge Policy

Any item in the Library and Information Centre collection may be subject to challenge by:

- a student;
- a staff member;
- a parent; and/or
- a community member

Items under challenge include:

- Hard copy print (fiction and nonfiction), videos (commercial and free-to-air), charts, periodicals and magazines, CD-ROMs, computer software.
- Resources in the Virtual Library, including Internet sites.

## Procedure

In the event of a challenge by a member of the community, the following procedure will take place.

1. The person/s issuing the challenge (Challenger) will be requested to fill out a **Challenge Form**.
2. The Challenger and the Teacher Librarian will then read/view/examine the item being challenged, from beginning to end.
3. The Teacher Librarian, a staff member (if the resource was used/hired/requested by a staff member for a specific curriculum purpose) and the Challenger will then conduct a case conference, without prejudice, to determine the educational merit of the item.
4. If a resolution cannot be reached, the item will be withdrawn from the shelves and placed before a Challenge Committee for examination. The Challenge Committee will comprise of an executive staff member, the Teacher Librarian, an unrelated staff member and a parent representative.
5. Members of the Challenge Committee will then read/view/examine the resource from beginning to end. A case for educational merit will be supplied by the Teacher Librarian and the usefulness/appropriateness of the resource discussed.
6. The Challenge Committee's decision will be final and the item either returned to the Library & Information Centre collection or withdrawn pending the Committee's decision.
7. The Challenger will be notified of the Committee's decision in writing.