

Instruction

**ADMINISTRATIVE REGULATIONS ON LIBRARAY
MATERIAL REVIEW AND RECONSIDERATION**

6161.12AR (a)

Purpose

This regulation establishes a procedure for certified school library media specialist to continually review library and other educational material within a school library media center in order to ensure that library and other education materials in school library media centers are relevant, in good condition, and are age-appropriate or grade-level appropriate.

General Procedure

Using the criteria identified below and their professional judgment, the school library media specialist shall conduct a systematic review of the library's collection:

A. Material relevance

1. Consult with instructional staff to determine whether the material is still useful and has up-to-date information.
2. Evaluate usage data to assess the material's relevance to student interests and research needs.

B. Physical condition of the material

1. Assess whether the material is damaged or worn beyond reasonable use.

C. Availability of duplicates or copies of the material

1. Determine whether the availability of duplicates or multiple copies is justified based on usage statistics to avoid redundancy.

D. Availability of more recent age-appropriate or grade-level appropriate material

1. Investigate the availability of newer editions or versions that offer more current and accurate information by considering award and recommended lists for recently recognized literature.
2. Ensure that any new material uses language that is appropriate for the reading level of students in the targeted grade range and developmental levels.
3. Evaluate whether the new material's treatment of difficult or sensitive subjects (e.g., death, mental health, violence, sexuality) is in a developmentally appropriate way for the intended student audience.

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6161.12AR (b)

E. Continued demand for the material

1. Consult with instructional staff to determine whether the material continues to be cited or referred to for classroom instruction.
2. Review usage data to determine whether the material is still being sought by students or teachers.

10/7/2025

Fairfield Public Schools

Request for Reconsideration of Library Books/Materials

Legal Name: _____

Address: _____

Telephone Number: _____

Title _____

Author _____ Publisher _____

This request was initiated by:

- Parent/Guardian
- Student
- Other (please specify) _____

The material is best described as a:

- Book
- Video or Online Content
- Periodical/Magazine
- Other Media. Please specify _____

Please answer the following questions:

1. Did you read, view, or listen to the entire work? If not, what parts did you examine?

2. Which portion(s) of the material do you object to?

3. In what specific ways do you think this work is inappropriate/objectionable for students?

4. What have you been told about the educational purpose of this material?

5. What do you believe is the theme or purpose of this material?

6. For what age group would you recommend this material, if any?

7. Are you aware of the judgment of this work by literary critics and/or professional educators/or organizations?

8. What are the valuable aspects of this material, if any?

9. What do you feel may be the results of students reading, listening to, or viewing this material?

10. What work/material of equal or superior value would you recommend replacing the one in question, if any?

11. Please explain any additional reasons for objection:

I do not want my child accessing the material while being reviewed.

Yes []

No []

Signature of Complainant

Date

FAIRFIELD PUBLIC SCHOOLS

FAIRFIELD, CONNECTICUT

Request for Appeal of Reconsideration of Library and Other Educational Materials Decision

Full Legal Name: _____ Title of Material: _____

Address: _____ Telephone Number: _____

Author: _____ Publisher: _____

Date the Reconsideration Decision was communicated to you: _____

Please explain why you are appealing against this decision:

How do you believe the review committee failed to follow the reconsideration process?

Are you submitting any documentation with this appeal? If so, please list/describe supporting documents:

The Fairfield Board of Education shall determine whether the reconsideration process was followed and will publish the decision on the website of the school district.

6161.12 Complainant Letter

FAIRFIELD PUBLIC SCHOOLS

FAIRFIELD, CONNECTICUT

Sample Letter to Complainant

Date: _____

Complainant Name

Address Line 1

Address Line 2

Dear [Complainant's Name],

Thank you for bringing your concerns regarding one of our school's library materials to our attention. In accordance with Connecticut state law, our school has a procedure in place to adjudicate concerns and reconsideration requests.

To facilitate this review, we kindly request that you submit a Request for Reconsideration of Library Books and Materials form to clearly identify the specific content you find objectionable and describe the nature of your concerns. Once your submission is received it will be forwarded to the District Library Review Committee for formal consideration. The Committee's review process includes thoroughly reviewing the material, assessing its educational value, and addressing all concerns raised.

If you have any questions or require assistance with this process, please do not hesitate to contact me at [phone number or email address].

Thank you for engaging us to support a thoughtful and responsible approach to creating libraries that meet the needs of all students.

Sincerely,

[Your Name]

[Your Title]