

Request Date: \_\_\_\_\_ Name of Person Making Request: \_\_\_\_\_

Phone: \_\_\_\_\_ Address: \_\_\_\_\_

School: \_\_\_\_\_ Title of work: \_\_\_\_\_

Author: \_\_\_\_\_ Publisher: \_\_\_\_\_

Committee consists of \_\_\_\_\_ employees and \_\_\_\_\_ parents.

Taking the book as a whole, the Committee should conduct a **non-sensitive materials analysis**. Only the non-sexual content should be analyzed under the non-sensitive materials factors. Any sexual content is to be analyzed under the sensitive materials analysis described in Policy II, *Sensitive Instructional Materials*. Each of the non-sensitive materials factors below are not necessarily determinative in and of themselves, but should be considered together as to whether a library book should be *removed* or *retained*. If the Committee's recommendation is to *retain* the library book, the Committee shall also make a recommendation as to which *grade levels* the retention applies.

Indicate whether each of the following weighs in favor of retaining the material in the school's library.

\_\_\_\_\_ Whether the work complies with applicable copyright laws and licensing agreements.

\_\_\_\_\_ Whether the content is defamatory or spreads disinformation.

\_\_\_\_\_ Whether the work's factual content is accurate and reliable and does not spread misinformation.

\_\_\_\_\_ The extent to which the material contains profane and vulgar language.

\_\_\_\_\_ Whether the content promotes illegal activities for minors.

Recommendation

Retain

Remove (submit to Associate Superintendent of Curriculum)