



**Nevada Department of Education  
Office of Teaching and Learning  
School Library Request for Reconsideration of Material**

**Form 1: Initial Request to School Principal**

NRS 389.880 Use of prescribed textbooks; exceptions; penalty.

NAC 389.880 Review and reconsideration of selection of materials that are challenged.

1. Each school district shall include in its written procedures for the selection of supplemental textbooks and the resources to be used in media centers a procedure for reviewing and reconsidering the selection of materials that are challenged. Except as otherwise provided in subsection 6, such a procedure must provide that the complainant first submit the complaint to the principal of the school for which the challenged materials have been selected. Upon receipt of such a complaint, the principal shall:

- (a) Explain to the complainant the school district's procedures and criteria for the selection of materials;
- (b) Attempt to resolve the issue informally;

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**Please complete the information below to be submitted to the principal of the school for which challenged materials have been selected.**

Date:

District Name:

Name:

Address:

City:

State/Zip:

Phone:

Email:

Do you represent self?  Or an organization?

Name of Organization:

1. Resource on which you are commenting:

- |   |                                    |  |                                   |
|---|------------------------------------|--|-----------------------------------|
| <input type="checkbox"/> Book (e-book)    | <input type="checkbox"/> Database  | <input type="checkbox"/> Textbook        | <input type="checkbox"/> Movie    |
| <input type="checkbox"/> Audio Recording  | <input type="checkbox"/> App       | <input type="checkbox"/> Streaming Media | <input type="checkbox"/> Magazine |
| <input type="checkbox"/> Digital Resource | <input type="checkbox"/> Newspaper | <input type="checkbox"/> Other:          |                                   |

Title:

Author/Producer:

Is the resource part of the curriculum, library collection, or other?

2. What brought this resource to your attention?

3. Have you examined the entire resource? If not, what sections did you review?

4. What concerns you about the resource?

5. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

6. What actions are you requesting the committee consider?

If this issue is not resolved directly with the school and principal, next steps are as follows:

Per NAC 389.880:

- (c) The complainant has the right to file with the school district a formal request for reconsideration on a form developed and distributed by the Superintendent of Public Instruction; and
  - (d) Forward a copy of the complaint to the superintendent of the local school district.
2. The materials so challenged may remain in use by the school until a review is completed by a committee selected by the board of trustees.