



Palo Pinto Independent School District
821 Oak Street, PO Box 280
Palo Pinto, Texas 76484
(940) 659-2745

Library Materials Challenge Form / Formal Request for Reconsideration

(used only AFTER an informal request)

This form is intended to be used to submit a *formal request* for reconsideration of a specific library material. Prior to submitting a formal request, please review the materials in their entirety and contact the principal for an informal request meeting. Once an informal meeting has occurred and a satisfactory decision was not provided, please complete this form and submit it to the campus principal.

Under Texas Education Code (TEC) §33.027, a parent, district employee, or person residing in a school district may submit a written/formal challenge to any library material in a school's library catalog. To submit a written/formal challenge, an eligible individual must complete and submit this Library Materials Challenge Form/Formal Request for Reconsideration. In accordance with TEC §33.027, an individual completing the form must identify how the challenged library material violates library standards adopted by the Texas State Library and Archive Commission (TSLAC).

Upon receipt of a Library Materials Challenge Form/Formal Request for Reconsideration:

- The district must submit a copy of the form to its local school library advisory council (LSLAC) if established, no later than the fifth day after the written challenge is received.
- The district's LSLAC, if established, must make a recommendation for action no later than the 90th day after the council receives the challenge.
- If a school district has not established an LSLAC, the school district's board of trustees must take action on the written challenge at the first open meeting held after the 90th day after receipt of a written challenge. The board must act on an appeal at the first open meeting held after the appeal is filed.
- A school district must prohibit student access to challenged library material until the district takes action in response to the challenge.

**After a library material has been challenged and a decision is made not to remove that material, it may not be challenged again before the second anniversary of the final decision not to remove the material.*

An individual may submit an appeal to the board of trustees regarding a district's response to a written/formal challenge. The board must take action on an appeal at the first open meeting held after the appeal is filed.

Name: _____ Date: _____

Email: _____ Phone: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

District/Charter School: Palo Pinto ISD

Campus: Palo Pinto Elementary

Child/Student: _____

Select all the following that apply:

- Parent/guardian of student enrolled in the district
- District employee
- District resident

Library Materials Challenge Form / Formal Request for Reconsideration Instructions

1. Part I: Enter the title of the text, author, ISBN (if known), and how the challenged library material violates the TSLAC standards.
2. Part II: Follow the school district's instructions for submitting the Library Materials Challenge Form / Request.

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Part I: In the space below or in a separate attachment, provide the title of the text, author, ISBN (if known), and how the challenged library material violates the TSLAC standards. If submitting a separate attachment, please indicate below that there is an attachment.

Part I: Required Information in Completing This Form

Title of Text: _____

Author: _____ **ISBN (if known):** _____

Identify how the challenged library material violates library standards adopted by the Texas State Library and Archive Commission (TSLAC) (see link below):

After you have reviewed the entire material, please describe the specific portions of the material with which you are concerned. Be sure to include why you believe this material is not appropriate for its intended use. Include page numbers that justify your reasoning and be as specific as possible.

What action are you requesting in regards to completion of this form?

Printed Name: _____

Signature: _____

Date you are submitting to the district: _____

Part II: Submitting the Library Materials Challenge Form / Formal Request for Reconsideration

Please submit this Library Materials Challenge Form / Formal Request for Reconsideration to:

Palo Pinto Elementary
c/o Principal
821 Oak Street (Physical address for personal delivery)
PO Box 280 (Mailing address)
Palo Pinto, TX 76484

You may email the form by requesting the appropriate email address by calling the school at (940) 659-2745.

References:

[Board Policy EFB \(Local\)](#)

A criterion for the final decision on challenged library materials is the appropriateness of the material for its intended use. No challenged library material shall be removed solely because of the ideas expressed in the library material or the personal background of the library material's author or the personal background of the characters in the material.

[Texas State Library and Archives Commission \(TSLAC\) Collection Development Standards](#)

(new/revised standards to be tentatively adopted in March 2026)