



Galen
Catholic College

Date: January 2025

Challenged Materials

Galen Catholic College Resource Centre supports and abides by the principle of the [Australian Library and Information Association's statement on free access to information](#).

We likewise support and abide by the principles of the [Australian School Library Association's School Library Bill of Rights](#).

We have a responsibility to provide opportunities and resources which reflect a wide variety of perspectives that will encourage critical thinking and help our students make informed decisions. Therefore, at times, students may be exposed to materials which present information, ideas or attitudes which some members of the school community may consider to be controversial, inappropriate or offensive.

Objections to these resources are an important part of the democratic process and should be treated as legitimate avenues of communication in education. However, challenges must be considered on the understanding that no parents or carers have the right to determine the suitability of learning or recreational material for students other than their own.

In the instance of library resources being challenged by a member of the school community, the challenger will be treated with due respect and courtesy.

The procedure for challenged items is as follows:

- The challenger will be contact by phone by the Head of Learning Resources in an attempt to resolve the matter.
- Should the challenge continue, the challenger will be invited to complete Galen Catholic College's Disputed Materials Proforma [HERE](#).
- The challenger will also be provided with a copy of the library's Selection Criteria as outlined in the Library Collection and Management Policy.
- The challenger will be informed of the challenged items process and the time frame for a response.



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- When the Disputed Materials Proforma is received by the school, a committee will be informed consisting of the principal or representative, the Head of Learning Resources and one other staff member.
- A response will be provided in writing to the challenger within two (2) weeks of the receipt of the proforma.
- The challenged material will remain in circulation during the challenge process
- Should that challenger appeal the decision, the principal's decision is final.
- A copy of the completed proforma and the written response and final decision will be kept on file for school record keeping.

Resources deemed to be too controversial, inappropriate or offensive in content to be allowed with unrestricted access, will be held in the library collection under restriction. Students will be able to locate these items in the Oliver Library catalogue, however, to gain access to these materials the following process will need to be followed.

- A request will need to be made to the library staff.
- Students wishing to borrow these resources will be provided with a 'Restricted Loan Permission Letter' (see Appendix 2).
- Students will be required to return the letter signed by a parent.
- The resource will then be loaned to the student under the written conditions of the Restricted Loan Permission Letter.