

## School Literary Material Review Process

In accordance with Ministerial Order #034/2005, Edmonton Public Schools will conduct a review of specific school literary materials upon request. The criteria and process for the review are described in this document.

### What can be requested to be reviewed?

Material in a school library or classroom collection that *contains any explicit visual depiction of a sexual act* can be requested for review.

- The specifications of what is considered “a sexual act” is detailed in Ministerial Order #034/2005.
  - The Ministerial Order can be accessed through the [Government of Alberta website](#).
- School literary materials include books, magazines, comics, graphic novels or other literary or graphic material in physical or electronic form.

### What is the process for material(s) to be submitted for review?

1. Review the Ministerial Order #034/2005 to ensure the material identified aligns with the intent of the Order.
2. Complete the School Literary Material Review Request Form found on page two and submit the completed request form to [literarymaterialreview@epsb.ca](mailto:literarymaterialreview@epsb.ca) by scanning and emailing it.
3. The request form will be sent to the Division’s central department responsible for reviewing the material.
4. Once the material is received centrally, the school principal and submitter will be informed that the review has been initiated.
5. A separate form must be submitted for each school literary material requesting to be reviewed.
6. The identified material will be requested from the school to complete the review process.
7. Upon receipt of the resource, the review will be completed within 60 operational days.
8. Upon completion of the review, the school principal and the submitter will be informed of the results.

# School Literary Material Review Request Form

**All fields on this form are required. Incomplete forms will not be processed.**

**Confirmation Statements:** (must be completed prior to submission)

- I confirm that I have read the School Literary Material Review Process on page one.
- I confirm that I am submitting this request for review on behalf of myself and not on behalf of another organization, community group or individual.

<b>Name of Applicant:</b>				
<b>Address:</b>				
<b>Phone Number:</b>		<b>Email:</b>		
<b>Name of School:</b>				
<b>What is your connection to the identified school? Check all that apply.</b>	<input type="checkbox"/> Child/student at the school <input type="checkbox"/> Division employee	<input type="checkbox"/> Parent/guardian of student at the school <input type="checkbox"/> Member of the school council	<input type="checkbox"/> Member of the school community with a direct connection to the school	<b>What is your direct connection to the school:</b> _____
<b>Title of Material:</b>				
<b>Author(s):</b>				
<b>Publisher:</b>		<b>Year of Publication:</b>		
<b>What is the specific request?</b>	<input type="checkbox"/> Request to review	<input type="checkbox"/> Change access to/availability of	<input type="checkbox"/> Reconsider <input type="checkbox"/> Remove specific material	
<b>Provide additional information to support the request.</b>				
<b>What content do you wish to have reviewed? Include the specific content (e.g., page numbers, timestamps).</b>				
<b>Identify the content in the Ministerial Order #034/2005 that supports your rationale.</b>				
<hr/> <b>Signature</b>		<hr/> <b>Date</b>		
<b>Protection of Privacy</b> – Personal information provided is collected in accordance with section 4(c) of the <i>Protection of Privacy Act</i> (POPA) and protected in accordance with section 10 and used and disclosed in accordance with sections 12 and 13 of the Act. It will be used for the purpose of Library Material Review. Information collected may be transmitted to and stored on servers outside of Edmonton Public Schools, Alberta and Canada and Edmonton Public Schools cannot guarantee protection against disclosures as a consequence of foreign laws. Edmonton Public Schools may use automated systems in processing this collection of personal information. Should you require further information about collection, use and disclosure of this collection of personal information, please contact: <a href="mailto:literarymaterialreview@epsb.ca">literarymaterialreview@epsb.ca</a> .				