Library Materials Challenge Form Instructions for Districts

Texas Education Code (TEC) §33.027 requires school systems to post the Library Materials Challenge Form adopted by the Texas Education Agency (TEA) on their websites for submission of a written challenge to library materials.

The Library Materials Challenge Form is provided in an editable format so it can be modified to include district-specific information and instructions for submitting the form. Districts are encouraged to make the form as easy as possible to access, including allowing individuals to complete and submit the form online. An alternative option for individuals who may not have access to a computer or internet should also be available.

Library Materials Challenge Form Requirements

The following district-specific information must be incorporated into the Library Materials Challenge Form:

- Detailed instructions for submitting the form
- District contact information
- Hyperlink to the district's local policy for the acquisition of library materials
- Hyperlink to the Texas State Library and Archives Commission (TSLAC) Collection Development Standards *Tentative adoption March 2026*

Modifications to the Library Materials Challenge Form

School districts may include additional fields and information in the TEA-adopted form but may not omit the fields or information provided. The form may also be modified to include local school district logos, headers, instructions, etc. Updates to the format or software application to create a version that can be downloaded and/or distributed electronically are also allowed.

Creating a Fillable Form in Adobe Acrobat

Instructions to create a fillable form in Adobe Acrobat are provided below. Districts may also work with their local IT departments to identify other software applications and functions to distribute and collect online forms.

1. Prepare Word Document

- Add district-specific information and/or instructions for submitting the form.
- Use tables or underlines to indicate where form fields should go (e.g., name, date, checkboxes).
- Save the document as a .docx file.

2. Convert the Word Document to PDF

- Go to **File > Save As** and choose **PDF** as the file format.
- Save the file.

3. Open PDF in Adobe Acrobat

- Launch **Adobe Acrobat Pro**.
- Open the newly saved PDF.

4. Use the "Prepare Form" Tool

- Go to **Tools > Prepare Form**.
- Acrobat will automatically detect potential form fields. You can adjust or add fields manually.

5. Add or Edit Form Fields

- Use the toolbar to insert:
  - Text fields
  - Checkboxes
  - Radio buttons
  - Dropdowns
  - Date fields
- Label each field clearly and set properties (e.g., required, font size).
- To delete auto-detected fields in the form that are not needed, right click on the field and select "Delete."

6. Save the Fillable PDF Form

- Once all fields are added and configured, go to **File > Save As**.
- Save your fillable form.

7. Post the Fillable PDF Form

   Make the Library Materials Challenge Form available via the school district website.