

## **Reconsideration of Library Materials**

### **Policy #7**

This policy is to provide a process by which a resident of the Library District may request the review of a staff decision regarding the addition or deletion of an item from the Library circulating or reference collection.

It is the District's goal to provide materials for the interest, information, and enlightenment of all patrons. Materials are not excluded because of the origin, background, or views of those contributing to their creation. The District shall provide materials and information presenting varied points of view on current and historical issues. Library materials should meet the standards established in Materials Selection Policy, and shall not be removed because of partisan or doctrinal disapproval.

Whenever any registered library user requests any library material withdrawal, the request will be given a fair hearing. A *Request for Reconsideration* consists of the following procedure:

1. A library customer who expresses concerns is referred to a staff member designated to respond to questions regarding the selection of materials/collection development.
2. The customer will be advised that if s/he/they are not satisfied with the verbal response provided by staff, s/he/they may choose to initiate a formal review by completing a *Request for Reconsideration of Library Materials* form.
3. The completed *Request for Reconsideration* form will be referred to the Library Director, who will assign a staff member with relevant expertise to examine or read the item in question, check the reviews, and determine if the item conforms to the standards of materials selection rule.
4. The Library Director will review the library staff's recommendation and decide within 14 days of the written request. The Director will respond in writing to the customer.
5. The Library Director will advise the customer that individuals may request that the Board review the Director's decision to determine if the Board's Materials Selection Executive Limitations Policy has been violated.
6. As stated in the Materials Selection Executive Limitations Policy, "Each appeal must be submitted and signed by an individual who resides within Jefferson County Library District. Groups or organizations may not submit appeals. The Board will review the Request for Board Review and determine if a formal Board review is merited. The Board reserves the right to deny consideration of a Request for Board Review when multiple requests are submitted, which would create an unreasonable workload, or when the Board determines that a request lacks sufficient merit. If the Board concludes that the Board will review the request, Board members will review the title in question and all materials presented by the Director and the customer and discuss the issue during a public session of a District Board meeting before making a final determination. The decision of the Board is final."

#### **Guiding Principles**

1. Any customer of the JCLD may raise objections to library resources even though the individuals selecting such resources were duly qualified to make the selection, followed the proper procedure, and observed the criteria for selecting library resources.

2. The Library Director should review the selection and objection rules with the library staff at least annually. The staff should be reminded that the right to object to library resources is one granted by policies enacted by the Board of Directors.
3. No parent has the right to determine reading, viewing, or listening matter for youth, other than his/her/their children.
4. The JCLD supports the Library Bill of Rights adopted by the American Library Association. (A copy of the Library Bill of Rights is attached to this policy.) When learning resources are challenged, the principles of the freedom to read/listen/view must be defended as well.
5. Access to challenged material shall not be restricted during the reconsideration process.
6. The final decision's major criterion is the appropriateness of the material for its intended use.
7. A decision to sustain a challenge shall not be interpreted as a judgment of the original selection of the material's intended use.