

POLICY ON REQUESTS FOR RECONSIDERATION OF LIBRARY MATERIALS

The choice of library materials by users is an individual matter. Responsibility for the reading materials of children and adolescents rests with their parents or legal guardians. While a person may reject materials for himself or herself and for his or her children, he or she cannot exercise censorship to restrict access to the material by others.

A patron who has questions or concerns about Library materials is free to bring these concerns to the Library's attention through in-person conversation or by telephone or letter. Library personnel will make every effort to respond thoughtfully and speedily.

If concerns are not resolved, a patron may make a "Formal Request for Reconsideration of Library Materials." The attached form must be used. Anonymous requests shall not be considered.

The Library Director shall review the request and evaluate the materials in question based upon the following factors:

1. The established selection Policy of the Library.
2. Requests for the materials in question.
3. Quality.
4. Intellectual Freedom.
5. The Library's mission.
6. The need to offer balance in the collection

The Director shall respond in writing within a reasonable amount of time of the receipt, in the library, of the request. The Director shall advise the Board of both the request and his/her response at the next regularly scheduled Board meeting.

Patrons who wish to appeal the decision of the Library Directory may submit a request, in writing, to the Library Board of Trustees for reconsideration. The Library board shall reconsider the request based on the factors listed above and advise the patron in writing of its decision.

Approved by the Board of Trustees
June 15, 2004