

Reconsideration of Library Materials Policy

It is the responsibility of the Brandon Township Public Library to ensure that different points of view are represented by the materials and resources it provides. With such a wide spectrum of ideas and information available, it is inevitable that people will occasionally encounter resources they believe to be offensive or inappropriate.¹ Residents of the Brandon Township Public Library service area may make such a statement of concern about a material in the Library's collection at any time. The Library will follow the guidelines laid out in this policy to respond to any such request.

A material's existence in the Library collection does not constitute endorsement or approval of the material's views or statements. The Library adheres to the principles of intellectual freedom as outlined in the Library Bill of Rights from the American Library Association. Articles I and II state:

- I. *Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.*
- II. *Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.*

Procedure:

- If a Complainant would like to challenge the material in question, he/she is required to complete in full a *Request for Reconsideration of Library Materials Form* (available at any public services desk or online at www.brandonlibrary.org).
- A Public Services Manager (**PSM**) will acknowledge receipt of the form from the Complainant within five (5) business days.
- The PSM will review the request and evaluate the material in question with the specific objections and the Library's collection development policy in mind. The PSM will determine if the material meets the selection criteria in the Library's collection development policy and decide whether or not the material will be retained. The PSM's decision will be documented in the *Evaluation Report* included in this policy.
- The PSM will issue a written letter informing the Complainant of the decision within ten (10) business days.
- If the Complainant wishes to appeal the decision of the PSM, he/she may request a review by the Library Board of Trustees.

¹ Adapted from the American Library Association's Challenge Support resources.

Reconsideration of Library Materials Policy

- The Board will consider the concern, examine the material in question, and review the PSM's report and recommendation in their next regularly scheduled meeting. The decision of the Board shall be final and shall be reported to the Complainant within ten (10) business days of the meeting.

Guidelines for Public Services Manager²

- Bear in mind the principles of the freedom to read and base the decision on these broad principles rather than on defense of individual materials. The freedom to read is essential to our democracy. Review the Library Bill of Rights.
- Read, view, or listen to all materials referred to the PSM including the full text or of the material in question and read available reviews.
- Review Library mission statement, policies, and professional guides.
- The general acceptance of the materials should be checked by consulting standard evaluation aids and selection policies.
- Challenged materials should not be removed from the collection while under reconsideration.
- Passages or parts should not be pulled out of context. The values and faults should be weighed against each other and the opinions based on the materials as a whole.
- The PSM's decision is to be an objective evaluation of the material within the scope of the library's collection development policy.
- The report, presenting both majority and minority opinions, will be the Library's official decision to retain the material in its original location, to relocate the material to another location, or to remove the material.

² Adapted from the American Library Association's Challenge Support resources.

Reconsideration of Library Materials Policy

Public Services Manager Evaluation Report

Title: _____

Author/Producer: _____

Have I read, listened to, or viewed the material entirely?

Resources consulted (include policies, articles, reviews, etc.):

Public Services Manager decision:

_____ Retain the material in its original location

_____ Relocate the material (explain)

_____ Remove the material

_____ Other (explain)

Justification and comments:

Date: _____

Signature: _____