

Reconsideration of Library Materials and Programs Policy

It is the responsibility of the Brandon Township Public Library to ensure that different points of view are represented by the materials and programming 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 Members of the public may make such a statement of concern about a material in the Library's collection or the content of a program 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 or a program provided by the library 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:

No material shall be removed from the Library's collection or program discontinued until all steps in the following process have been completed.

- Patrons who object to Library Materials ("Complainant") will be sent to the Director.
- The Director will discuss the Library Materials in question with the Complainant, attempting to resolve the concern to both the Complainant's and Library's satisfaction.
- If the Complainant wishes to carry the request further, the Director will provide the Complainant with a copy of the Materials Selection Policy, including the Request for Reconsideration of Library Materials ("Request for Reconsideration").

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

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- If a Complainant would like to challenge the material or program in question, he/she is required to complete in full a *Request for Reconsideration Form* (available at any public services desk)
- 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 or program in question with the specific objections and the Library's collection development and programming policy in mind. The PSM will determine if the material meets the selection criteria in the 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 signed by the Director informing the Complainant of the decision within ten (10) business days.
- If the Complainant wishes to appeal the decision of the library, he/she may request a review by the Library Board of Trustees by filing a written appeal to the President of the Library Board within ten (10) business days after receiving the PSM's written letter.
 - The Board will consider the concern, examine the material or program in question, and review the PSM's report and recommendation within sixty (60) days of receiving the appeal. The decision of the Board shall be final and shall be reported to the Complainant within ten (10) business days of the meeting.

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Public Services Manager Evaluation Report

Title: _____

Author/Producer/Presenter _____

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)

_____ No longer provide this program

_____ Provide program as planned

_____ Refrain from providing program in the future

Justification and comments:

Date: _____

PSM Signature: _____

Director's Signature _____

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