

## Challenged Materials Policy

Although materials are carefully selected, there can arise differences of opinion regarding suitable materials. Patrons requesting that material be withdrawn from or restricted within the collection may complete a "Statement of Concern About Library Resources" form, which is available in the library. Challenged materials inquiries will be processed in accordance with the Library's Challenged Materials Policy Guidelines.

If patrons wish to file a "**Statement of Concern**" about library materials, **Form I, Complaint About Library Materials**, should be completed. This form stays on file with the Library Director. The Director will examine the material, as well as critical reviews of the material. Repeated complaints about specific works or materials in general will generate a reconsideration of a specific work and/or selection policies.

If patrons wish to have materials reconsidered (as opposed to filing a complaint without definite action), they may fill out **Form II, Request for Reconsideration of Library Materials**.

When **Form II** is completely filled out and returned to the library, the Director will review the complaint and the material to determine whether the item should remain or be removed from the collection. The Library Board of Trustees should be informed of the complaint and the decision.

The Director will write a letter to the patron who initiated the complaint, outlining the above procedures and announcing the disposition of the material in question. The letter may also include a statement inviting the patron to the library to discuss the matter with the Director and a designated Trustee.

After the interview with the Director and Trustee, a patron desiring further action can make a request in writing for a hearing before the board of Library Trustees, who has final authority.

Reviewed and approved by Library Board of Trustees 9/16/2009

Julia Horton **President**

Lesli Choat **Secretary ProTem**

**Form I—Complaint About Library Material**

Material: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Complaint Represents: \_\_\_\_\_ Individual \_\_\_\_\_ Organization

Reason for Complaint: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_

Took Form II: \_\_\_\_\_ Yes \_\_\_\_\_ No

Date Form II Returned: \_\_\_\_\_

**Form II—Request for Reconsideration of Library Materials**

Author: \_\_\_\_\_

Title: \_\_\_\_\_

Publisher or Distributor: \_\_\_\_\_

Request Initiated by: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

City: \_\_\_\_\_ Zip code: \_\_\_\_\_

Request represents \_\_\_\_\_ Individual

\_\_\_\_\_ Organization., List Name \_\_\_\_\_

\_\_\_\_\_ Other, List Name \_\_\_\_\_

1. Have you read or viewed the entire work? \_\_\_\_\_

If not, what parts?

2. To what in the material do you object? Please be specific: cite pages or sections.

3. What good or valuable features do you find in the material?

4. What do you believe is the theme of this work:

What do you feel might be the result of reading or viewing this material?

Have you read any reviews of this material? \_\_\_\_\_

If yes, specify

Do you think this material would be more appropriate for a different age group? \_\_\_\_\_  
Please explain:

What would you like the library to do about this material?

Can you recommend other material that would convey as valuable a picture and/or perspective of the subject treated? \_\_\_\_\_ If yes, please specify:

Date: \_\_\_\_\_ Signature: \_\_\_\_\_