

## **CHALLENGED MATERIALS**

The American Library Association declares, as a matter of firm principle, that it is the responsibility of every library to have clearly defined materials selection policies in written form which reflects the Library Bill of Rights and which is approved by the appropriate governing authority.

Challenged materials which meet the criteria for selection in the materials selection policy of the library should NOT be removed under any legal or extra-legal pressure. The Library Bill of Rights states in Article 1 that, “Materials should not be excluded because of the origin, background, or views of those contributing to their creation,” and in Article 2 that, “Materials should not be proscribed or removed because of partisan or doctrinal disapproval.” Freedom of expression is protected by the Constitution of the United States, but constitutionally protected expression is often separated from unprotected expression only by a dim and uncertain line. The Constitution requires a procedure designed to focus searchingly on challenged expression before it can be suppressed. An adversary hearing is a part of this procedure.

Therefore, any attempt, be it legal or extra-legal, to regulate or suppress materials in libraries must be closely scrutinized to the end that protected expression is not abridged.

See American Library Association Library Bill of Rights and Freedom to Read Forms attached.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of “age” reaffirmed January 23, 1996.

A history of the Library Bill of Rights is found in the latest edition of the Intellectual Freedom Manual.

Original: Unknown  
Reviewed: 2016, 2017

Approved by the Library Board of Trustees

## **REQUEST FOR RECONSIDERATION PROCEDURES**

1. Get the complaint in writing. A form can be provided to the patron, as necessary.
2. Properly identify the complainant.
3. Identify the item in question.
4. State clearly the specific reason for the complaint.
5. Defer action until all facts are collected and full consideration can be given.
6. Give all complaints a courteous and dispassionate response.

## **ROUTINES FOR REQUEST FOR RECONSIDERATION**

1. All questions concerning the library collection are referred to the professional Library staff.
2. Principles of selection are discussed with the complainant.
3. The patron may complete a "Request for Reconsideration" Form if further action is desired.
4. The Director will report the Request for Reconsideration to the Library Board of Trustees along with the reasons for selection or exclusion.
5. The complainant will be notified of the opportunity to discuss the request with the Library Board of Trustees at a regular meeting.
6. The Library Board of Trustees will make a recommendation to the Library Director and report to the complainant.
7. The final decision rests with the Library Director.

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Reviewed: 2016, 2017

Approved by the Library Board of Trustees

**REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS**

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

If you have found materials or library resources about which you have concerns, please complete this form to assure prompt, complete consideration by Library staff.

**MATERIAL FOR CONSIDERATION**

Author/Producer: \_\_\_\_\_ Copyright Date / Edition \_\_\_\_\_

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

Type of Material:

\_\_Book\_\_ Magazine \_\_DVD\_\_ BOCD \_\_Database\_\_ Other: \_\_\_\_\_

Did you read, view, or listen to the entire work OR a portion of the work? \_\_All\_\_

Please describe your concerns regarding this material:



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Please specify the pages/sections that illustrate your concerns?

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How did this material come to your attention (optional)?

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Contact Information:

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_  
*Street City State Zip Code*

Email: \_\_\_\_\_

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