

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.

If a patron has concerns about library materials or library resources, they are encouraged to complete the **Request for Reconsideration of Library Materials** form to ensure prompt and complete consideration by Library Administration. After their concerns are reviewed by the Library Director and appropriate staff, a response will be sent in writing.

Notice

The Nicholas P. Sims Library is a public forum for information. The library does not censor any materials; however, in compliance with state law, it takes necessary steps to restrict access to materials determined to be sexually explicit for minors. It remains the parent or legal guardian’s sole responsibility to monitor and guide their children’s library use. The library continues to support the rights of all individuals to access diverse materials and viewpoints and remains committed to transparency and public engagement in its collection development and reconsideration processes.

Original: Unknown

Revised: 2025

Reviewed: 2016, 2017, 2023, 2024

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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NICHOLAS P. SIMS LIBRARY
RECONSIDERATION OF LIBRARY MATERIALS FORM

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

Please fill out both sides of this form

Date Submitted: _____

This form is used to formally request a review of library materials or resources. The Nicholas P. Sims Library will evaluate all requests in accordance with its Collection Development and Reconsideration Policies.

Requester Information: Name: _____

Phone: _____ Email: _____

Address: _____

MATERIAL FOR CONSIDERATION

Author/Creator: _____ Copyright Date / Edition _____

Title: _____

Type of Material:

☐ Book ☐ eBook ☐ Audiobook ☐ DVD ☐ Magazine ☐ Digital Resource ☐ Other: _____

Where in the library was the material located (if known)? _____

Please describe your concerns regarding this material:



Please specify the pages/sections that illustrate your concerns?

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

NICHOLAS P. SIMS LIBRARY
RECONSIDERATION OF LIBRARY MATERIALS FORM

Has this material previously been reviewed by the library? ☐ Yes ☐ No ☐ Unsure

If yes, please describe any new or relevant information that warrants another review.

What action are you requesting the library take?

☐ Reevaluate content classification

☐ Remove from library

☐ Relocate to a specific section

☐ Other (please specify): _____

Is there a material you would suggest as an alternative that supports your request?

Acknowledgment

☐ I affirm that I am submitting this request in good faith and that the information provided is accurate to the best of my knowledge.

☐ I understand that the library will review this request within 10 days of receipt or availability of the material and will respond in writing following internal review procedures.

☐ I understand that the library may deny this petition if the material has already been reviewed, unless new information is provided.

Signature: _____

Date: _____

Revised: 2025

Reviewed: 2016, 2017, 2023, 2024

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