

# Pine River Public Library District

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## Challenged Materials Policy

### Overview

The library believes in freedom of information for all and does not practice censorship. The selection of library materials is predicated on the patron's right to read and the freedom from censorship by others. Many books are controversial and any given item may offend some person. Selections for the library will not, however, be made on the basis of anticipated approval or disapproval, but solely on the merits of the material in relation to enhancing the collection and to serving the interests of the reader.

The library holds censorship to be a purely individual matter and declares that while anyone is free to reject books and other materials of which he/she does not approve, he/she may not exercise censorship to restrict the freedom of others.

Responsibility for materials selected and read by children and adolescents rests with their parents or legal guardians. Selection decisions are not influenced by the possibility that materials may be accessible to minors. Materials are not labeled to show approval or disapproval or to indicate certain philosophies. No items are separated out except to protect them from damage or theft.

The Board of Trustees recognizes that the collection of diverse materials may result in some complaints or requests for reconsideration. Procedures have been developed to assure that complaints are handled in an attentive and consistent manner.

### Procedures for Request for Reconsideration of Library Materials

Reconsideration forms are available from Library staff. When a patron wants the library to discard or reclassify a book or item of non-book material, he or she fills out the "Request for Reconsideration of Library Materials" form. Until the Library receives the completed form, no action will be taken on the item in question.

1. The form is given to the Director who then requests that the Assistant Director, Acquisitions Manager, Circulation Supervisor and Youth Services Manager review the material along with the Director to determine if the material meets the selection criteria established by the Board of Trustees and the guidelines for collection development.
2. Staff reviewers do not receive a copy of the Request for Reconsideration and do not know the name of the patron requesting reconsideration. A review of the materials is gathered, which includes the holdings and circulation history of the material.
3. The material and blank review form – with deadlines for completion - are delivered to reviewers.
4. The Board of Trustees will be notified of the complaint in their packet at the next meeting after the reconsideration form has been received.
5. Staff review the material and send their recommendation as well as professional reviews of the material to the Library Director.

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6. The Director will review the material, considering the recommendations reviews and circulation history of the material, and then make a recommendation to the Board.
7. The Board of Trustees will receive a packet of information and the Board will make a decision regarding the disposition of the challenged item.

## **If the Library Board's decision is to retain the material**

1. The Director will notify the patron in writing of the Library Board's decision.
2. If the patron is not satisfied with the decision to retain the material, the patron may request in writing that a meeting be set up with the Director and the Board of Trustees to review the material again.
3. The President of the Board of Trustees will request a subcommittee of at least three Board members to review the material. Any Board member may serve on the review committee upon request. The President of the Board will set a deadline for completion of the subcommittee's review.
4. The members of the Board subcommittee will report to and make a recommendation to the full Board of Trustees at the next Board meeting.
5. The Board of Trustees will make a decision following the subcommittee's report and recommendation.
6. The Director will notify the patron in writing of the Board's final decision.

## **If the Library Board's decision is to remove the material.**

1. The Library Board will make the final decision to remove the material after considering the recommendation from the Library Director.
2. The Library Director will notify the patron of the Library Board's decision in writing.
3. The Library Director will notify the Acquisitions Manager who will collect and discard all copies of the material.

The Library will keep a file on the challenged material for five years. Items recommended for discard should not be replaced through purchase or gift. This file should be re-examined every five years.

Since the library is a member of a multi-library consortium and shares all materials with the consortium, the questioned material will only be removed from the Pine River Library collection. The Pine River Library takes no responsibility for materials that can be accessed through other libraries.

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