

Reconsideration of Library Materials Policy

Wabasso Public Library

Purpose

The Wabasso Library adheres to the principles of intellectual freedom outlined in the Library Bill of Rights of the American Library Association, and as such, the Library does not automatically withdraw duly selected materials from its collections in response to a request or challenge from an individual or group. This policy lays out procedure for when such situations arise.

General

The resources and materials provided by the Wabasso Library are selected in accordance with the Library's Mission Statement and its Collection Development Policy to meet the "...educational, informational, cultural, and recreational" needs of the community. It is the responsibility of the Library to ensure that different points of view are represented in the materials and resources provided in the Library collections. Inclusion of a particular resource does not constitute endorsement or advocacy of the ideas or statements found therein.

Reconsideration Process

If an individual or group is concerned about a particular book or another item in the library, and wants the library to reconsider material that is in the collection, a Request for Reconsideration of Library Materials form (RRLM) may be requested from library staff. This form should be filled out completely and returned either to the Director or another library staff member.

These next steps will then be followed:

1. A written response from the Director will be sent within ten (10) business days of receipt of the RRLM.
2. The Director will appoint an ad hoc committee to review the request. The committee may be comprised of Library staff member(s), citizens-at-large, and if deemed appropriate, faculty in the subject field and/or an outside administrator.
3. The ad hoc committee will review the request. During its evaluation, the ad hoc committee will:
 - Determine how the material under review relates to the Libraries' Collection Development Policy, and the policies and principles set out in the ALA Library Bill of Rights, The Freedom to Read Statement, the Freedom to View Statement and the Intellectual Freedom Principles for Academic Libraries.
 - Consult, as necessary, with other experts in the subject field (faculty or others) as part of the process.
 - Invite, as necessary, the person initiating the RRLM to meet with the committee to ensure that the nature of the request is fully understood.

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4. The ad hoc committee will submit a report and recommendation to the Director within twenty-eight (28) days of receipt of the RRLM. The committee may recommend one or more of the following actions:
 - That the material in question be reclassified and shelved in a more appropriate part of the collection.
 - That the Library strengthen their holdings in the subject area in question to ensure a balanced collection representing a variety of viewpoints.
 - That the challenged material be removed as it is no longer within the scope of the Library's collection.
 - That no action be taken.
5. The Director will make a final determination, and will notify the person initiating the RRLM in writing of the decision, and of any further action to be taken. The notification will be delivered no later than thirty-five (35) days of receipt of the RRLM.
6. Should the person initiating the RRLM not be satisfied with the decision of the Director, he/she may appeal the decision to the Library Board of Trustees by making a written request for a hearing to the Board President. The request must be made not more than thirty (30) calendar days after the date of the decision from the Director.
7. A hearing will be held at the next regularly scheduled Board meeting. The Board of Trustees, however, will not vote on a decision until the following regularly scheduled meeting.
8. After coming to a decision, the Board President will then notify the individual of the Board's decision by formal letter that will also be entered into the public record.

Miscellaneous

Any material under reconsideration will remain in the collection during the course of the review process and any appeal.

A single title may be challenged by the same person only one time per year.

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