

Reconsideration of Library Materials

Whenever any patron objects to the presence or absence of any library material, the complainant will be given a fair hearing. All complaints that cannot be readily resolved by staff members will be referred immediately to the Director, who will discuss the matter with the complainant.

If the patron wishes, they may submit the form "Request for Withdrawal of Material" or "Request for the Addition of Material." If it is a request for the withdrawal, the Director will examine the item, check reviews of the item, and determine if it conforms to the standards of the materials selection policy. If it is a request for the addition of an item, the Director will check reviews of the item, determine if it conforms to the standards of the materials selection policy, and determine if there are any budget restraints. The Director will decide whether to add, withdraw, or restrict the material in question and will write to the complainant, giving the reasons for the decision. The Board of Trustees will also be notified of the complaint and of the Director's decision.

Materials subject to complaint shall not be removed from use pending final action. If the complainant wishes to contest the decision, they may present the complaint to the Board of Trustees. This may be done by letter or by attending a Board meeting. The Board will consider the complaint and the Director's recommendation. The written decision of the Board shall be final and shall be reported to the complainant.

Reviewed December 13, 2018