

Reconsideration of Library Materials Policy

Policy Statement

The Library Board recognizes the right of individuals to question materials in the library collection. The Board of Trustees further recognizes that democracy functions only if the full range of human ideas is accessible to the people and if proponents of various points of view are able to fully and openly make their cases, however popular or unpopular they may be. The principle is guaranteed in the First Amendment of the Constitution of the United States which protects the free expression of ideas. It is exemplified by public libraries which provide access to those ideas in accordance with the American Library Association's Library Bill of Rights. Thus, the library collection, protected by the First Amendment, is a diverse and inclusive marketplace of ideas which are contained in varied and divergent materials.

Regulations

1. The customer's choice of library materials for personal use is an individual matter. While a person may reject materials for himself or herself and for his or her children, he or she cannot exercise censorship to restrict materials access to any others. Responsibility for the use of materials by children and adolescents rests with their parents or legal guardians.
2. A resident who objects to an item already in the collection or made electronically accessible by the library should discuss the reasons with a librarian for an explanation of the library's criteria for selection, acquisition or access.
3. If a resident cardholder's concern remains unresolved, the customer may address an objection to the presence or absence of a work by submitting a *Request for Reconsideration of Library Materials* form to the Library Director. A customer may have no more than three active requests at a time.
4. The Library Director will review the customer's *Request for Reconsideration of Library Materials* form.

If the item was previously formally reviewed and retained by the Library Director, the customer may appeal the decision to the Library Board in writing. Items previously reviewed and retained by the Library Board shall not be reconsidered for re-cataloging or removal.

For any item that has not been previously reviewed, the Library Director shall appoint an ad hoc staff committee of two librarians who are familiar with the age group, genre, and format of the item in question and who are not department heads.

One copy of the item in question will be retained by the library until the full reconsideration process is complete; other copies will remain in circulation.

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The committee shall review the form, the item, any critical reviews of the work, and item statistics. Care shall be given to consider the context of the portions of concern to the work as a whole. The committee will send a detailed recommendation to the Library Director within 60 days of the receipt of the form and a copy of the item.

The Library Director and department heads shall review the committee's recommendation to reach a decision to retain, re-catalog, or remove the item. The Library Director shall send the decision in writing to the customer within 90 days of the receipt of the form and a copy of the item.

5. A written appeal of the decision may be made by the customer to the Library Board within 30 days. The Library Board will review the documentation and render a decision within 60 days of receipt of the appeal.
6. The customer will be informed of the Trustees' decision regarding the appeal. The decision of the Library Board is final.
7. The Library Director will report the request and decision to the American Library Association's Office for Intellectual Freedom.
8. The library collection will be organized and maintained to facilitate access. Materials shall not be specially labeled, sequestered or altered because of controversy surrounding the materials.

Approved: July 20, 2022
Clinton-Macomb Public Library Board of Trustees