

Request for Reconsideration of Library Materials

VIII. Censorship

A. Procedure

1. Any individual may reject materials for himself but may not restrict the freedom of others to read.
2. Whenever library material is challenged, it will be reexamined by the Library Director/Board of Trustees; if the material meets the criteria of the materials selection policy, it shall not be removed from the collection except by court order.
3. When materials are challenged:
 - a. Treat complaints with dignity, courtesy, and good humor.
 - b. Provide a form "Request for Reconsideration of Library Materials" to obtain formal complaint.
 - c. Full facts shall be presented to the library Board of Trustees.
 - d. Defend principles of freedom to read and the professional responsibility of the library rather than the book.
 - e. Complaints and/or objections to library materials will be considered in terms of this library's materials selection policy, the principles of the Library Bill of Rights and the Freedom to Read Statement, and the opinions of the reviewing source(s) used in selection.
 - f. If necessary seek support of local press, the New York Library Association's Intellectual Freedom Committee, and the American Library Association's Intellectual Freedom Office.
4. The complaints and/or objections, and response will be forwarded to the Library Director for review and relevant comments if received by a substitute in the Director's absence.
5. In the event that the person or group registering the objection is not satisfied, a direct meeting with the Library Director will be arranged.
6. If the complainant still feels that the problem has been dealt with inadequately, a final appeal to the Board of Trustees will be made. The Library Director will notify and inform the Board of the details of the case before a full hearing is scheduled.

B. Request for Reconsideration of Library's Materials

Name _____ Date _____
Address _____
City _____ State _____ Zip _____ Phone # _____

Complainant represents:

Himself _____
Organization _____
Identify other group _____

1. Resource on which you are commenting:

Book _____ Hardcover _____ Paperback _____
Magazine _____ Audiovisual Resource _____
Newspaper _____ Content of Library Program _____
Other _____

Title _____

Author/Producer _____

2. What brought this title to your attention? _____

3. To what do you object? {Please be specific, cite pages} _____

4. What do you feel might be the result of using this material? _____

5. For what age group would you recommend it? _____

6. Is there anything good about it? _____

7. Did you read the entire book? (Or did you view the entire film or program?)

8. Are you aware of the judgement of this material by literary critics? _____

9. What do you believe is the theme? _____

10. What would you like your library to do?

11. Please comment on the resource as a whole as well as being specific on those matters which concern you. (Use other side if needed.)

Comment:

Optional:

12. What resource(s) do you suggest to provide additional information on this topic?

Signature of Complainant

Date

Space Below for Library Use Only

C. Complaint Form Report

AUTHOR: _____

TITLE: _____

COMPLAINANT:

Name _____

Address _____

COMPLAINT: (Use reverse side if necessary. Be as specific as possible as to incident or pages involved, etc.)

Date: _____ Library Employee: _____

Further Comments: