

Policy on the Reconsideration of Materials

The Central Citizens' Library District endeavors to build a collection representing varying points of view. The choice of library materials by users is an individual matter. Responsibility for the reading materials of children and adolescents rests with their parents or legal guardians. While a person may reject materials for himself or herself and for his or her children, he or she cannot exercise censorship to restrict access to the materials by others. The library supports intellectual freedom and has adopted the following statements as policy: ALA Freedom to Read Statement, ALA Library Bill of Rights, and the "Freedom to View" statement of the American Film and Video Association.

CCLD patrons wishing to use the formal complaint process must use an approved "Request for Reconsideration of Materials" form which is available from the library staff. No item will be considered until a formal, written complaint is filed. A copy of the "Request for the Reconsideration of Materials" is attached to this policy statement.

Attention should be given to every question on the "Request for Reconsideration of Materials" form, and every question should be answered as completely as possible. This will enable the librarian (and the CCLD Board of Trustees if necessary) to have at his/her disposal all relevant information. Every request must have the patron's name, address, and telephone number to facilitate the review process. The request must be signed and dated by the complainant.

Once a formal complaint is filed, the librarian will review the material in question and will promptly notify the complainant about his/her decision relative to the material in question. The librarian will also include in the next monthly report to the CCLD Board of Trustees information on any formal complaints made to the CCLD. The board of trustees will then consider the request and make such judgment as they deem necessary. The board of trustees will provide public notice that certain library materials have been challenged and will invite dissenting comment at its next regularly scheduled meeting before making such judgment. No materials will be removed from circulating until a final decision has been made concerning them. Once the board of trustees has rendered a decision on a particular item, it cannot be brought up for review for at least one year from the date of original decision.

REQUEST FOR RECONSIDERATION OF MATERIALS

Dear Library Patron:

If you wish the Central Citizens' Library District to reconsider either the presence or absence of any library materials, please do so on the following form and return it to the librarian. The completed form must adhere to the guidelines and procedures stated in the CCLD policy on the reconsideration of materials.

Author: _____ Title: _____

Request Initiated By: _____ Library Card # _____

Address:

Phone: _____

Patron represents: Self ____ Organization (name) _____

How was the material in question brought to your attention?

Have you read or reviewed this material in its entirety? If not, approximately how much?

Why do you wish it to be considered/reconsidered?

Do you think this material would be more appropriate for a different age group?
Please Explain:

What would you have the CCLD do with this material?
Re-examine/Review ____ Withdraw from collection ____ Add to collection ____
(explain) _____

PLEASE SIGN AND DATE: _____
Signature Date

CCLD Use:

Date Received: _____ By: _____

Librarian's Comments:

Librarian

Date

Date Received by CCLD Board: _____

Board Ruling:

CCLD Board President

Date