

## Challenge of Materials Policy

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### Challenge to Materials

When a patron questions the inclusion of any material in the Library's collection, the patron will be offered a copy of the Collection Management Policy and given a Patron's Opinion of Library Materials form. (attached) This policy and copies of the form shall be made available at all public service desks.

The completed form will be given to either the Adult/Young Adult Services Coordinator or the Children's Services Coordinator with a copy provided to the Library Director. The Library Director and Coordinator will discuss appropriate measures to address patron concerns. The Coordinator will contact the patron to seek resolution to the patrons' concerns. If the patron chooses to pursue a materials challenge, the Director will appoint a review committee of library staff material selectors. The patron should be advised that the matter will be reviewed by a selection staff committee, and they will be notified of the committee's decision.

Within 20 working days of receiving the form, the committee will respond by letter citing reviews and pertinent sections of the Materials Selection Policy to support the Library's position. A copy of this letter will be reviewed and signed by the Library Director prior to being sent.

If the patron requests further review, the matter will be presented by the Director to the Library Board's Policy and Public Relations Committee. After reviewing the procedures and information already gathered, the committee may or may not recommend that the challenge be placed on the agenda of the next Board meeting. The patron will be notified in writing by the Library Board Secretary of the Policy and Public Relations Committee's decision.

If the challenge is placed on the agenda, the patron will be given an opportunity to express his/her opinion before the Board under the Board's rules of order. The patron must follow the above prescribed procedures in order for his/her request to be considered before the Board. The patron will be notified in writing of the Library Board's final decision.

*Board Approved 07/06*

*Next Review Date 07/11*