

302. Challenges to Materials Policy

Tolono Public Library District materials are selected through the process described in the Library's "Collection Management Policy." The Library acknowledges that occasionally patrons may have complaints about individual or categories of materials in the Library's collection. The Library will handle complaints, ensuring that the complainant is respectfully heard and that the fundamental principles of intellectual freedom, as expressed in the Library Bill of Rights and ALA Freedom to Read Statement are upheld. Complaints shall be handled in the following manner:

I: Informal Complaints

- A. Individuals or groups may initiate complaints about specific titles or types of materials in the collection by reviewing the "Collection Management Policy," "Challenges to Materials Policy," and submitting the completed "Request for Reconsideration of Library Material" form to the Library Director.
- B. No further action is taken by the Library at this point.

II: Procedure to Challenge Materials

- A. Once the "Request for Reconsideration of Library Material" form is received by the Library Director, he or she will review the form to ensure its completeness.
- B. For "no" responses on the question, "Have you read/heard/seen the entire work?" no further action is needed. The resolution is simply that the material in question was not considered in the full and therefore cannot be put through the reconsideration process.
- C. If responses to the questions are copied and pasted, no further action is needed. The resolution is simply that the material in question was not considered in the full and therefore cannot be put through the reconsideration process.
- D. Patrons are allowed up to five submitted active challenges.

III: Evaluation of Library Materials

- A. The Library Director and/or designated staff member will review the material in relationship to the Library's "Collection Management Policy" and the rest of the collection, and determine one of several actions:
 - a. Retain the challenged material in the collection
 - b. Retain the challenged material, but move it to another location
 - c. Withdraw the challenged material
- B. The Library Director shall write a letter to the complainant stating the decision of the Library, as well as the reasoning behind the decisions.
- C. The letter will include the steps the complainant may take if unsatisfied with the decision.
- D. The Library Board of Trustees shall be notified by the Library Director of any formal complaints through the Library Director's monthly report.

IV: Reconsideration by the Library Board of Trustees

- A. If the complainant is not satisfied with the written decision of the Library Director, he or she may bring the matter to the Library Board of Trustees.
- B. To initiate consideration by the Board, the complainant must write to the Library Director or Board President and request that the matter be placed on the agenda of the next regular meeting. The letter must be received at least ten (10) days prior to the next regular meeting of the Board. If received after that time, the matter may be deferred until the succeeding regular meeting.
- C. The Library Director or Board President shall acknowledge receipt of the complainant's letter in writing, and shall include the date, time, and place of the meeting at which the matter will be considered.
- D. Once the "Request for Reconsideration" is on the agenda, the Board shall decide by a majority vote of the members present whether it wishes to further consider the "Request for Reconsideration."
- E. If the Board votes to consider the matter further, an ad hoc review panel will be selected to evaluate the challenged material and the matter is placed on the agenda for the next regular meeting.
- F. If the Board does not vote to consider the request further, the matter is closed.

V: Ad Hoc Review Panel

- A. The ad hoc review panel is composed of at least three members of the Library Board of Trustees. Members of the review panel will review the material in relationship to the Library's "Collection Management Policy" and the rest of the collection.
- B. After coming to individual conclusions, the committee will meet to discuss the material and recommend one of several actions to the Board, with reference to the fundamental principles of intellectual freedom:
 - a. Retain the challenged material in the collection
 - b. Retain the challenged material, but move it to another location
 - c. Withdraw the challenged material
- C. At the regular meeting on the Board at least ten (10) days after the Library Director's receipt of the decision of the ad hoc review panel, the Board shall consider the commendation of the ad hoc review panel.
- D. The Board may schedule a public hearing as part of a regular meeting or at a special meeting called to address the "Request for Reconsideration."
- E. The Board shall vote on the disposition of the challenged material. A majority vote of the full Board is required to remove materials from the Library's collection, to move materials from one location to another, or to otherwise restrict access to materials.
- F. The decision of the Board is final. Whatever the decision, the principles of the Library Bill of Rights will be reiterated, as well as how the decision is in accordance with those principles.

TOLONO PUBLIC LIBRARY DISTRICT
REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

Name of Complainant: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____

Request Represents: _____ Individual
_____ Organization List Name: _____
_____ Other List Name: _____

Title: _____

Author: _____

Type of Material: _____

1. Have you read or viewed the entire work? _____

2. To what in the material do you object? (Please be specific; cite pages or sections):

3. What good or valuable features do you find in the material? _____

4. What do you believe is the theme of this work? _____

5. What do you feel might be the result of reading or viewing this material? _____

6. Have you read any reviews of this material? If yes, please specify: _____

7. Do you think material would be more appropriate for a different age group? Please explain:

8. What would you like the Library to do about this material? _____

Signature: _____ Date: _____