

Procedure: STATEMENT OF CONCERN ABOUT LIBRARY RESOURCES

The role of the Library is to provide opportunities for individuals to freely examine subjects and make their own decisions. The Library provides for free access to all expressions of ideas through which any and all sides of a question, cause, or movement may be explored. The Library does not endorse particular ideas, beliefs, or views.

The Library recognizes the right of individuals to question the inclusion of certain materials in the collection. The Library will give serious consideration to each patron's opinion. While patrons are free to reject for themselves and their minor children what they personally do not approve of, this right cannot censor or restrict the freedom of access to others.

The Library values your opinion. Patrons are welcomed and encouraged to express a concern by completing and submitting a "Statement of Concern about Library Resources" form available online and at the circulation desk. All patron concerns about materials will be handled courteously and promptly.

There are two methods to formally ask for a review of questioned material.

- The concerned patron(s) may choose to verbally address the concern at the public comment period of a Board meeting and proceed to formally present a Statement of Concern form to the Director and the Library Board of Control
- The concerned patron(s) may complete a Statement of Concern form online or present a completed form to the Director at the library who will forward a copy to each member of the Library Board. The Director will acknowledge in writing receipt of the concern.

Review Procedure

The Director will select two or more staff members to serve on an internal committee to consult with the Library Board to review the subject of the concern. A recommendation regarding the action to be taken, if any, will be made by the committee and the Library Board of Control within 90 days of receiving the Concern form. Should the Library Board of Control authorize a longer period of review, the concerned patron will be notified of the delay.

- The staff and the Board will review the material in its entirety
- Create a detailed summary of the work for reference
- Document in-house circulation information
- Consider the number of public libraries in the state with the book in its holdings
- Gather reviews from standard evaluation guides and relevant information from other library sources – awards, standing of the author/producer in the profession, popularity of the work, etc.
- Consider the suggested age level of the material and suitability of current placement
- Consider present and potential relevance to community needs and interests

The Library Board of Control and the assigned staff will agree on a decision about the disposition of the material in question. The interested party(ies) will be notified of the pending decision to be presented at a properly noticed Board meeting.

Before the Board decision is made public at the designated Board meeting, the complainant will have three minutes to speak at the public comment period or choose to have their written statement read to

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the public by the Board president. A period of further public comment will proceed, each speaker with a three-minute limit.

No book or other material in question is automatically removed from the collection because of an objection to it. Within the period of review and consideration, the Board will have decided to keep the material in place, to change the location within the library, or to remove the item from the collection permanently. The president of the Library Board will call for a voice vote on the material in question. The decision of the Board shall be rendered by a majority vote. The majority decision stands.

Reviewed and approved 5/15/2023