



## **Reconsideration of Woodward Memorial Library Materials Policy**

In recent years, many books and other materials have appeared that reflect points of view and life styles of segments of society that some might consider unorthodox. The library will attempt to include serious works which provide a picture of all aspects of life and which will help provide an understanding of social problems. The library approaches the selection process in a positive manner. It attempts to judge a work as a whole and not on its isolated parts. Accordingly, no serious work will be excluded solely because of frankness, illustrations, or language some individuals find objectionable.

There is a wide variation of criteria used by parents/guardians to determine suitable titles for their children to read. For this reason, the library takes the strong position that the parent/guardian assumes the final responsibility over the book his/her child borrows from the library. This responsibility is affirmed by the parent/guardian when he/she signs the registration form giving permission for the child to borrow books from the library.

Any concerned person of the service population who feels an inappropriate item has been selected for the library's collection may complete a Request for Reconsideration of Library Materials form to submit to the library director. Forms can be picked up at main circulation desk, or emailed. Those requesting a form will be given a packet of materials that includes the Woodward Memorial Library Materials Selection Policy, Library Bill of Rights, and Freedom to Read Statement for review.

To be considered for review, the material being submitted for reconsideration must be read/viewed/heard in full. All questions on the Request for Reconsideration of Library Materials form should be filled out, and the concerned person must use their own words to respond. (No copying and pasting from a website or blog, for example.)

Because of the timeline for response and the amount of staff time that goes into a thoughtful and well-considered reconsideration request, submissions are limited to one per individual per month. If a title has already been submitted and considered, the decision rendered will remain in place for three years.

### **Reconsideration Process:**

1. Upon receipt of the Request for Reconsideration of Library Materials form, the library director will appoint a committee of one librarian, one clerk or library assistant, one board member and one community member to review the request and the material in question, and consider whether its selection follows the criteria stated in the materials selection policy.
2. The committee will then submit a written report of its findings with recommendations for actions to the library director.
3. Within 15 days, the library director will make a decision and send a letter to the concerned person who requested the reconsideration, stating the reasons for the decision.
4. If the individual is not satisfied with the decision, a written appeal may be submitted within 10 business days to the Board of Trustees.
5. If the Board plans to address the appeal at their board meeting, the individual will be notified when and where the meeting will be held.
6. The Board of Trustees reserves the right to limit the length of public comments to five minutes per individual.
7. The concerned person will be notified in writing of the Board's decision following their discussion of the appeal. The decision of the board is final.