

RECONSIDERATION (CHALLENGED TITLES) PROCEDURES

Items that have been accepted as qualifying under the criteria for selection will not be automatically removed at the request of those who disagree with the content. The following procedures are a guide for handling a request for reconsideration.

1. The Library Director should informally explain to the patron the library's selection process.
2. If that does not resolve the complaint, complainant must complete the "Request for Reconsideration of Library Material" form before the complaint can move forward.
3. Keep the challenged material on the shelf.
4. Director appoints a Review Committee made up of the library director, board member, school teacher, and community representative.
5. The following steps are carried out by the Review Committee
 - Read, view, or listen to material.
 - Reference general acceptance of the item by reading reviews and consulting recommended lists.
 - Determine the extent to which the item meets the selection policy, and consider the written complaint.
 - Discuss the material confidentially.
 - Write a report.
 - The library director then presents the committee's decision.
6. In considering items for purchase for GFL's collection various factors are kept in mind, according to the type and format of the material:
 - Accuracy and authoritativeness
 - Critical and staff reviews
 - Social significance
 - Timeliness
 - Enduring value
 - Demand
 - Relevance to community needs
 - Suitability of subject, style, and reading level for intended audience
 - Suitability of format to subject matter and intended audience
 - Suitability and physical quality of format for a public library
 - Reputation of publisher/producer
 - Quality of design and illustrations
 - Contribution to a balanced point of view of subject matter
 - Relationship to existing materials in the collection on same subject
 - Literary value
 - Cost
7. The selection of any given item does not constitute an endorsement of contents by the library or library staff members.
8. The library recognizes that some materials may be controversial and may offend some patrons.
9. Library materials are evaluated as a whole and not on the basis of a particular passage or passages.

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10. A work will not be excluded from the collection because it presents an aspect of life honestly or because of frankness of expression.

A patron wishing reconsideration of library materials may request a *Request for Reconsideration of Library Materials* form, available at the Circulation Desk. The form will only be considered if the complainant has read, listened to, or viewed the material being challenged, at least until the part that the individual found objectionable. Once the original form has been completed in its entirety, the complainant must return it to the library, in-person or by mail. Upon receipt of a completed *Request for Reconsideration* form, the Library Director will appoint a committee to evaluate the material in light of the patron's request, using published reviews and the above-stated selection criteria. The Library Director will notify the patron who originated the request. If the individual is not satisfied with the action taken, he/she may appeal to the GFL Board of Directors. The President of the Board may appoint a committee consisting of board and staff to review the request and recommendation. No materials shall be removed from the library except by a unanimous vote of the entire GFL Board of Directors.

*Approved by The Green Free Library Board of Directors
October 13, 2014*

