

Monroe Public Library

Policy: Requests for Materials Reconsideration

Adopted: February 2011

Revised: -

Concerns or complaints about library materials should be directed to the Library Director. If the concern is not resolved through discussion with the Director, the complainant will be offered the "Request for Reconsideration of Library Materials" form. Upon receipt of the completed reconsideration form, the following procedures will be followed:

Patrons making reconsideration requests must complete the appropriate form before any action will be considered. Only requests made by Monroe library patrons will be considered for action.

Request for Relocation, Limitation, or Other Action

If the request is for reevaluation (not removal) of an item, the director will conduct an internal review of the item, along with other staff the director deems appropriate. Reevaluation will be made in terms of whether the material meets the Library's overall selection criteria. The Library Board will be informed of the process and decision of the reevaluation. After the Library Board has been informed of the reevaluation decision, a letter will be sent to the patron informing him/her of the decision.

Request for Removal

If the request is to withdraw the material from the collection, a review committee will be appointed by the Library Board President and shall include the director, one other library staff member, and two Library Board members. The recommendation of this committee shall come before the entire Library Board at the next regular meeting and shall be passed or reversed by a vote of those members present. A letter will be sent to the patron informing him/her of the Library Board's decision.

The Monroe Public Library Board adheres to the principles contained in the American Library Association's Library Bill of Rights and the Freedom to Read and View statements.