

Library Materials Challenge Policy

The Seneca Falls Library's materials are selected through the library's Collection Development Policy.

The Library acknowledges that occasionally patrons may have concerns about individual materials in the Library's collection. The following procedures will be followed if a complaint is made. The library seeks to ensure that the complainant is respectfully heard and that the fundamental principles of intellectual freedom are observed.

Filing Complaints:

Anyone questioning the inclusion of an item in the library's collection should complete the attached form detailing their concern and specifics of what is being questioned.

The completed form should be given to library staff for review by the library director.

Complaint Review:

The director will review the written complaint and the item in question. The director will determine if a change needs to be made in how the item is made available to the public.

The director's decision will be communicated to the person who filed the report and as an information item to the Board of Trustees.

Appeal:

If the complainant is not satisfied with the director's decision, he or she may appeal the decision to the Board of Trustees. The notice of appeal must be in writing from the complainant.

The issue will be placed on the next meeting of the Board of Trustees, unless that meeting is less than 10 days from the filing of the appeal, in which case it will be scheduled for the following meeting.

Before the board reviews the appeal, a copy of the complaint form, the director's decision, and the request for the appeal will be forwarded to all board members. The item in question also will be held in the director's office so board members may have the opportunity to review it prior to the meeting.

The Board of Trustees will then decide whether to uphold or overturn the director's decision.

The decision by the Board of Trustees is final.

Request for Reconsideration of Library Material

The trustees of Seneca Falls Library have established a materials selection policy and a procedure for gathering input about particular items. If you wish to request reconsideration of a resource, please return the completed form to the library director.

Date _____

Name _____

Address _____

City _____ State/Zip _____

Phone _____ Email _____

Do you represent self? Or an organization? Name of Organization

1. Resource on which you are commenting:

Book (e-book) Movie Magazine Audio Recording

Digital Resource Game Newspaper Other

Title _____

Author/Producer _____

2. What brought this resource to your attention?

3. Have you examined the entire resource? If not, what sections did you review?

4. What concerns you about the resource?

5. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

6. What action are you requesting the director consider?

Additional comments can be placed on a separate page.