

CHALLENGED MATERIALS POLICY

If materials or programs are challenged as improper for library use, the following procedure will be followed:

The complainant will be requested to put the objection in writing on a form supplied by the library and complete the information requested on the form.

By the end of the working day following the date of the complaint, the staff member receiving the complaint will present to the Affiliated Library Manager and the Regional Services Director a written, factual, unbiased account of the complaint. Immediately on receipt of the written report, the Library Manager will send the complainant the "Letter Explaining the Reconsideration Procedure."

The complaint will then be referred to a Reconsideration of Materials/Programs Committee made up of the Affiliated Library Manager, the System Services Director, the System Services Assistant Director, and the Collection Management/PINES Operations Librarian.

The Committee will discuss the complaint with attention given to the original reason for the material or program being included in the library (for example, reviews, patron request, best seller lists, etc.).

The Library Manager will report the Committee's finding, in writing to the complainant within two weeks of the date of the "Letter Explaining the Reconsideration Procedure." If the complainant is not satisfied with the report, she/he will then be referred to the County Library Board; the Director and the Library Manager will submit the written complaint, along with any other documentation produced by the Committee, to the Board at the next regularly scheduled Board meeting. The Library Board will make a decision within two regular meetings. This will give board members the opportunity to personally review the material in question if necessary. All decisions will be filed with the Regional Services Office. If affiliate library management has elected to waive regional recommendations during the selection and/or classification process in regard to the material in question, this will be the final step in the procedure, and the County Library Board will be responsible for any and all legal, financial, or other issues resulting from the challenge.

If this does not suffice, the complainant will be referred to the Regional Library Board. The Director will submit the written complaint, along with any other documentation produced by the Committee, to the Board at the next regularly scheduled Board meeting. The Regional Library Board will make a decision within two regular meetings. This will give board members the opportunity to personally review the material in question if necessary. All decisions of the Regional Board will be final.

LETTER EXPLAINING RECONSIDERATION PROCEDURES

Dear

We appreciate your interest in the resources available through the library. Your request for reconsideration of library materials will be investigated by our Reconsideration of Materials/Programs Committee. They will determine whether the item in question meets the criteria, as specified in the library's selection policy, for being included in the collection. A copy of this policy is available at the circulation desk of the library.

A report detailing the findings of the investigation will be sent to you within two weeks from the date of this letter. If you wish to discuss the ruling with me, I will be happy to set up an appointment to meet with you. If you wish to appeal the ruling, please contact me and you will be put on the agenda to be heard by the _____ County Library Board at their next regularly scheduled meeting. A complete copy of the library's Reconsideration Policy is enclosed.

Sincerely,

Affiliate Manager's Name

_____ County Public Library

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

TO: Reconsideration of Materials/Programs Committee DATE _____

FROM: _____

Name

Telephone Number

Address

Zip Code

Library Card Number

WHOM DO YOU REPRESENT?

_____ Myself _____ Organization (Please Specify) _____

ITEM TO BE RECONSIDERED

Author _____

Title _____

Publisher _____ Subject _____

Hardback ___ Paperback ___ A/V Material ___ Other _____

A. RECONSIDERATION OF ITEM PRESENTLY IN LIBRARY COLLECTION

1. Have you read the book, listened to the item, or viewed the item in its entirety? _____

If not, why not? _____

2. Have you seen or heard reviews of this material? _____

If yes, please name source _____

3. What do you believe is the theme of this work? _____

4. To what in the work do you object? Please be specific. Cite pages _____

5. What would you like the library to do with this material? _____

6. In its place, what work would you recommend that would convey as valuable a picture and perspective of the subject treated? _____

B. RECONSIDERATION OF MATERIAL NOT PRESENTLY IN THE COLLECTION

1. Why do you feel that this material should be in the library? _____

2. Please list any reviews or recommendations of this material? _____

Your Signature

Your Name Printed

The Northeast Georgia Regional Library System and its affiliated libraries appreciate your interest. You will receive a written reply within two weeks.

AFFILIATE _____ DATE _____

REQUEST FOR RECONSIDERATION OF LIBRARY PROGRAM

TO: Reconsideration of Materials/Programs Committee DATE _____

FROM:

Name Telephone Number

Address Zip Code Library Card Number

WHOM DO YOU REPRESENT?

_____ Myself _____ Organization (Please Specify) _____

PROGRAM TO BE RECONSIDERED

1. Have you attended the program? If not, why not? _____

2.. To what in the program do you object? Please be specific. _____

3. In its place, what program would you recommend that would convey as valuable a picture and perspective of the subject treated? _____

Your Signature

Your Name Printed

The Northeast Georgia Regional Library System and its affiliated libraries appreciate your interest. You will receive a written reply within two weeks.

AFFILIATE _____ DATE _____