

RECONSIDERATION OF LIBRARY MATERIALS

Any expression of opinion by patrons about library materials is welcome by MCLS, but all individual branch library collections will be governed by the Materials Selection Policy (see Chapter 2).

All questions, complaints, or requests regarding selection policies or specific items in the collections should be referred to the Branch Manager who will:

- Provide the patron a copy of the "*Request for Reconsideration of Library Materials*" (located in the Appendices of this document).
- Refer the patron to *The Library Bill of Rights*, *The Freedom to Read*, *The Freedom to View*, and *The Intellectual Freedom Statement* located in the Appendices of this document.
- Attach a copy of a review of the contested item to the "Reconsideration of Library Materials" form before sending it to the Director.

No further action is expected, or required, by library personnel until the "Request for Reconsideration of Library Materials" form is completed and returned by the patron.

This matter will be referred to the Collection Development Librarian and the Adult & Youth Services Director, who, along with the Branch Manager, will form the Reconsideration Committee and conduct a review of the material, determining what action, if any, will be taken. The complainant will be notified of the committee's decision in writing by the Director. If the complainant requests further action, the Director will consult with the patron to resolve the complaint.

If, after discussing the complaint with the Director, the patron is still not satisfied, the patron can request a hearing within 30 days before the Library Board of Trustees.

Arrangements for this hearing must be made directly by the patron with the Chairman of the Library Board of Trustees. The Director will supply the patron with the name and telephone number of the Chairman.

The Board hearing will be conducted during the regularly scheduled monthly meeting of the Board or during a called meeting of the Board, contingent on the nature of the complaint and the availability of the Board members.

The decision of the Board of Trustees is final.