

Materials Reconsideration

The usage and enjoyment of library materials is a matter of individual choice. Responsibility for monitoring the usage of materials by children and adolescents rests with their parents and/or legal guardians. The Itasca Community Library (ICL) supports freedom and endorses the Freedom to Read (American Library Association) intellectual statement. While a person may reject materials for him/herself and for his/her children, he/she cannot exercise censorship to restrict access to the materials by others.

The library carefully investigates and considers suggestions from patrons to consider the removal or reclassification of any material in the library collection. Patrons may challenge materials by completing the Request for Reconsideration of Library Materials form. Please note, the Request for Reconsideration of Library Materials form and the written response to it becomes part of the public record.

Any ICL cardholder may request that an item in the library's collections be reviewed for appropriateness. A title will be reviewed only once within a five year period unless the content has undergone major revisions.

The procedure for reconsideration of material is as follows:

1. Patrons seeking reconsideration of an item receives a copy of the Materials Selection Policy and a Request for Reconsideration of Library Materials form. These are available online and at all public service desks.
2. The patron seeking reconsideration must read, view, or listen to the entirety of the work before requesting reconsideration of library material.
3. The patron may submit the Request for Reconsideration of Material form at any public service desk which is then forwarded to the Library Director.
4. The Library Director with the appropriate staff will review the item in question and make a decision regarding the retention of the material.
5. The individual who submitted the form will be notified promptly of the decision. If this individual is not satisfied with the decision of the Library Director, that person may appeal the decision in writing to the Library Board of Trustees.
6. The Board of Trustees will then review the matter and make a final decision.
7. Materials and resources undergoing review in a formal request for reconsideration process will not be withdrawn from the collection pending resolution of the process.

Approved 10/17/17