

Reconsideration of Materials Policy

Policy Statement

The Library shall strive to protect the right of the public to freedom of access to information and ideas. Freedom of choice is one of the bases upon which our democracy was built.

A standardized procedure for handling complaints will avoid misunderstanding and rumors, and it will assure a courteous and efficient approach to the situation. Freedom of inquiry is essential, and a person should feel that his/her opinion will be considered, and that his/her interest is welcomed.

Procedure

1. When criticism cannot be resolved after an explanation of the selection policy, the person should be asked to fill out the form, *Citizen's Request for Reconsideration of Material, Z-03*. The person will also be informed as to the procedures to be taken so as to assure him/her of a courteous and fair hearing.
2. The completed form should be forwarded to the Library Director immediately. When the Library Director has received the form, a committee to review the complaint will be appointed by the chairperson of the Van Buren District Library Board. The committee shall be composed of the following:
 - A. Two (2) trustees of the Van Buren District Library Board (the legal representatives of the public).
 - B. The Library Director
 - C. One (1) staff member
 - D. Complainant (if so desired).
 - E. One lay person as appointed by the Board.
3. If the complainant is present at the meeting, he/she shall be welcome to present his/her views, but shall not vote on the disposition of the material under consideration.
4. The material in question shall be:
 - A. Read (or viewed or listened to if audio-visual) by all committee members.
 - B. Reviewed objectively and in its full context.
 - C. Evaluated in terms of the needs and interests of the public.
 - D. Be considered in the light of differing opinions.
 - E. Be subject to the selection criteria.
 - F. Be considered in light of professional reviewing sources.
5. Material in question will not be withdrawn until a final decision has been reached.
6. The committee's decision, reached by a simple majority vote, shall be given to the Director for implementation of the decision.

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7. The complainant shall be notified in writing as to the committee's decision.
8. As appeal of the committee's decision may be made within two (2) weeks to the Van Buren District Library Board. The decision of the Van Buren District Library Board will be final.

Approved: Unknown date
Van Buren District Library Board of Trustees